

Studio Hamburg UK

HEALTH & SAFETY POLICY

The Health & Safety policy was written by:



Providing support to the Broadcast, Film & Television Industry

www.1stoptionsafety.com

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1.0 HEALTH & SAFETY POLICY STATEMENT

This is the Health & Safety Policy Statement of Studio Hamburg UK.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working condition and
- to review and revise this policy as necessary at regular intervals.

The Health & Safety Policy sets out the organisation and arrangements for achieving and maintaining adequate standards of health and safety at work throughout the company.

I am committed to its communication and successful implementation.

Name Vivien Muller-Rommel
Date: 01.01.2018



2.0 HEALTH & SAFETY RESPONSIBILITIES

Overall and final responsibility for company health and safety is that of Vivien Muller-Rommel, Managing Director

Day to day responsibility for ensuring this policy is put into practice is delegated to: Fiona Waltje, Executive Assistant to the MD / Project Coordinator

To ensure health and safety standards are maintained/ improved, health and safety responsibilities are cascaded down the management line.

1. Vivien Muller-Rommel, MD – overall responsibility
2. Fiona Waltje, Executive Assistant to the MD / Project Coordinator – coordinating day to day operations of staff and thereby ensuring health and safety standards are kept.

The competent sources of health and safety advice are:

PACT, Samantha Ravenscroft, Samantha@pact.co.uk

1st Option Safety, 16-18 Berners St, Fitzrovia, London W1T 3LN

2.1 NON PRODUCTION STAFF

2.1.1 MANAGING DIRECTOR

The Managing Director has ultimate responsibility for overseeing the development and implementation of an adequate safety management system and arrangements within the company.

2.1.2 MANAGERS

Managers have the responsibility and authority to ensure the work they are responsible for is safe and without risks to health. In addition to their individual responsibilities managers must:

- Ensure the communication of safety arrangements downwards through line management
- know the health and safety best practices that apply to their work
- ensure the risks associated with any work activity are assessed at the planning and implementation stages and appropriate action taken
- assign responsibility for safety, making sure everyone understands their responsibilities and there are no overlaps or gaps in arrangements.
- Ensure staff receive adequate information, instruction, supervision and training
- ensure that all accidents, incidents and near misses are reported, investigated and appropriate follow-up action taken
- ensure regular review of health and safety performance resulting from the activities under their control

2.1.3 STAFF

.All individuals are expected to:

- take reasonable care of themselves and of anyone else who may be affected by their work
- know and follow the health & safety requirements relevant to their work
- co-operate with their manager in health and safety matters, including risk assessment and any controls identified
- not take risks that may endanger themselves or others
- not interfere with or misuse anything provided in the interests of health and safety, fire or first aid
- report accidents, faults and deficiencies to their manager
- seek advice if in doubt about the adequacy of any safety arrangements;
- undertake health and safety training, as directed

2.2 PRODUCTION STAFF

2.2.1 Chain of responsibility

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

<p>Production Company</p> <p>Overall legal responsibility for health and safety in their productions. Must produce health and safety policy; ensure co-operation, co-ordination and communication; make arrangements for the involvement of employees in health and safety matters.</p> <p>Allocate adequate resources to health and safety. Select and appoint competent production crew; allocate responsibilities for health and safety at key stages of production to competent individuals.</p> <p>Ensure that risk assessment is carried out; plan, implement and monitor health and safety throughout the production.</p> <p>Activities include risk assessment and adoption of control measures; selection of competent crew and contractors; consultation and involvement of employees; set design and build; insurance; emergency arrangements; accident reporting and investigation; liaison with local authorities; training; safe systems of work; welfare provisions; hours of work; safety preparations for location work and monitoring of standards.</p>
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<p>Producers, managers, supervisors, heads of department or senior crew members</p> <p>Competent individuals, eg managers, supervisors, HoDs or certain senior crew members, delegated responsibility for apply health and safety standards throughout production. Clear lines of communication to be established with these individuals to know, understand and implement their delegated tasks to the required standard.</p>

<p>Experienced crew</p> <p>Use safety equipment.</p> <p>Follow safety procedures, report accidents and incidents.</p>	<p>Genuinely self-employed individuals</p> <p>Organise and manage own work, carry out risk assessment of their activity, co-operate and co-ordinate with others who may be affected by work activity.</p>	<p>Studio location</p> <p>Owner/ Occupier of premises where work is to be carried out is responsible for providing and maintaining a safe place of work with safe access and egress.</p>	<p>Contractors</p> <p>Suppliers of services and/or equipment are responsible for provision of services or equipment in a safe condition, with trained, competent operators, risk assessment and provision of relevant information.</p>	<p>Inexperienced worker/ Trainee</p> <p>Need to take reasonable care of themselves and others who could be affected by their activities. Co-operate with employer.</p> <p>Will need special supervision.</p>
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2.2.2 PRODUCTION EXECUTIVE

The Production Executive must:

- ensure that the risks associated with all production work activity are assessed at the planning and implementation stages
- know the health, safety and security best practices that apply to the type of production being undertaken
- ensure the producer and other key production staff are adequately trained in safety and that they understand and implement the arrangements in the health and safety policy

2.2.3 PRODUCER

The Producer has overall responsibility for health and safety on production

The producer must:

- ensure adequate finance and resources are allocated to the health and safety of the production
- ensure production staff are trained, competent and aware of the safety arrangements and risks arising out of their work
- where health and safety responsibility is delegated, ensure the nominated person is trained and competent in health and safety
- select competent contractors
- ensure adequate information, instruction and supervision is given to all staff and freelancers engaged on the production
- ensure production risk assessments are completed, detailing all the significant risks on the production and the precautions taken required to eliminate/ reduce them to an acceptable level
- where appropriate, ensure all Heads of Departments submit a risk assessment for their activities within a production and ensure no conflicting arrangements result
- ensure co-operation, co-ordination and communication between all parties regarding health and safety issues
- plan, implement and monitor health and safety throughout the production
- ensure all accidents and near misses are reported, investigated and appropriate follow-up action taken
- ensure there are adequate first aid and fire arrangements to deal with injury, ill-health and/or emergency throughout the production
- ensure fire prevention control and evacuation arrangements are addressed in all premises and that safety information is communicated effectively

2.2.4 DELEGATED PERSON FOR HEALTH AND SAFETY MANAGEMENT

The Producer may delegate responsibility for the health and safety management of the production, for example, to the 1st Assistant Director, Production Manager or Floor Manager. Overall responsibility will remain with the Producer.

The nominated person must:

- be suitably trained in health and safety
- have the appropriate authority to give instruction and if necessary stop filming
- where delegated carry out risk assessments
- ensure co-operation, co-ordination and communication between all parties regarding health and safety issues
- communicate health and safety information to the production
- monitor health and safety during filming

2.2.5 DIRECTOR

The Director must:

- take reasonable care of themselves and of anyone else who may be affected by what they do;
- know and follow the health & safety requirements relevant to the production activity they are directing
- co-operate with their Producer in health and safety matters, including risk assessment and any controls identified
- not take undue risk or endanger themselves, the production crew or others
- not interfere with or misuse anything provided in the interests of health and safety, fire or first aid
- report accidents, faults and deficiencies to the Producer or delegated persons for health and safety management.
- seek advice if in doubt about the adequacy of any safety arrangements

2.2.6 HEADS OF DEPARTMENT

Anyone who has day-to-day line management responsibility for staff or a team within the production must:

- be suitably and adequately trained in health and safety
- understand and ensure that the arrangements in the Health and Safety Policy are communicated to all production personnel under their control and that the requirements of the policy are adhered to
- when appropriate, submit a written risk assessment detailing all of the significant risks for their area of activity/control and the control measures taken to eliminate or reduce them to an acceptable level

2.2.7 LOCATION MANAGER

The Location Manager must:

- determine suitability of location for the planned activity
- liaise with location owner/occupier regarding safety and identify and communicate any local safety rules
- submit a risk assessment to the Producer where appropriate
- organise and co-ordinate welfare facilities e.g. toilets, rest areas
- organise safe arrangements for parking and traffic routes

2.2.8 PRODUCTION/ LINE MANAGER

To support the Producer in executing health and safety responsibilities, Production Managers must:

- be suitably and sufficiently trained in health and safety
- co-ordinate the risk assessment process
- check competence of staff
- ensure safe selection of facilities and equipment
- communicate relevant safety issues to the unit
- ensure adequate first aid cover
- select competent contractors
- act as liaison point for contractors
- monitor contractors' safety arrangements
- review contractors' risk assessments and incorporate relevant findings into the production risk assessment
- coordinate the findings of the risk assessments between contractors
- ensure production offices are set up in compliance with health and safety requirements

2.2.9 CONTRACTORS

All contractors must

- ensure staff under their control are competent
- provide information, instruction and supervision for staff under their control
- provide a risk assessment and/ or method statements for all work activities
- abide by all Production rules
- appoint competent sub contractors, where applicable
- ensure that significant findings of risk assessments and the necessary control measures are implemented
- report all accidents and near misses to the Production

2.2.10 SAFETY ADVISER

Employers are required to have access to competent sources of safety advice.

The Safety Adviser will:

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

2.2.11 OTHER STAFF

All employees, freelancers, artists, contributors, temporary and casual staff, have responsibilities under this policy. They are expected to:

- take reasonable care of themselves and of anyone else who may be affected by their work
- know and follow the health & safety requirements relevant to their work
- co-operate with their manager in health and safety matters, including risk assessment and implementation of any controls identified
- not take risks that may endanger themselves or others
- not interfere with or misuse anything provided in the interests of health and safety, fire or first aid
- report accidents, faults and deficiencies to their manager
- seek advice if in doubt about the adequacy of any safety arrangements
- undertake health and safety training, as directed

2.3 INDIVIDUALS WITH SPECIFIC ROLES

2.3.1 HEALTH & SAFETY COORDINATOR

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

- ensure adequate first aid cover is provided
- undertake office inspections as required
- maintain a register of all portable electrical equipment in the department
- arrange for the inspection and testing of portable electrical equipment
- arrange assessments of all personnel who use Display Screen Equipment (DSE)
- follow up or co-ordinate any DSE action needed (e.g. occupational health referrals, organise software training, provision of equipment etc.);

2.3.2 FIRST AIDER

The office or programme risk assessment may stipulate that a First Aider is required. The First Aiders must:

- respond to all calls for first aid assistance
- refer the patient on to hospital or GP (if appropriate) if it is the view of the First Aider that further medical treatment is required
- complete a monthly check of first aid equipment and first aid rooms
- keep designated first aid box(es) in a fully stocked condition with all items within their expiry date
- keep records of all first aid treatment
- ensure first aid notices are kept up to date
- ensure that their First Aid Certificates do not expire

2.3.3 FIRE WARDEN

Emergency evacuation procedures require a sufficient number of Fire Wardens 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

3.0 RISK MANAGEMENT PROCESS IN PROGRAMME MAKING

Risk assessments will be undertaken by Fiona Waltje, Executive Assistant to the MD / Project Coordinator

Risk assessment will be reviewed by Vivien Muller-Rommel, MD to ensure they are suitable and sufficient and any action required are implemented.

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

Safety inductions will be carried out by Fiona Waltje, Executive Assistant to the MD / Project Coordinator.

Training will be organised by Fiona Waltje, Executive Assistant to the MD / Project Coordinator.

Monitoring and review of safety on location and the studio will be carried out by Fiona Waltje, Executive Assistant to the MD / Project Coordinator .

3.1 PLANNING AND PREPARATION

3.1.1 Commissioning /Green Light Stage

In order to highlight any resource implications of managing health and safety on the Production, top level risks are identified and adequate resource allocated at the commissioning/ green light stage. Where required this is detailed in commissioning/ green light paperwork given to commissioners.

3.1.2 Recruitment/ Crew up

When recruiting staff, competency checks are carried out to ensure staff can demonstrate adequate knowledge of health and safety responsibilities within their role. The Production will select those most suitable for the work intended.

Competence will be judged on the basis of:

- safety training received
- relevant experience, knowledge and understanding
- personality and suitability for the work required

3.1.3 Contractors

Contractor's safety competence is established at the selection stage of the contract process.

Selection criteria includes:

- Examples of experience of the type of work – testimonials from previous clients, portfolio of work
- Membership of professional organisations and associations
- Training records and qualifications, including safety training
- Examples of risk assessment control measures adopted
- Proof of equipment and/ or maintenance records
- Accident history
- Enforcement history
- Insurance information

3.1.4 Training

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

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

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

A record of staff training will be kept.

3.1.5 Recce

When necessary, location recces will be undertaken by relevant departmental heads, 'one off' contractors (or other specialists) to ensure significant hazards are identified.

3.1.6 Risk Assessment

A risk assessment is completed for every production, detailing all significant risks and the precautions taken to eliminate or reduce them to an acceptable level.

When necessary, Heads of Departments and contractors will complete individual risk assessments for the specific activities under their control and give to the Producer to supplement the main document.

This process will take into account the hazards identified on location, the equipment to be used and the competency of personnel engaged to perform the tasks;

Where a recce has not been undertaken the assessment will be carried out by the crew at the location.

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

3.2 DURING PRODUCTION

3.2.1 Communication

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

- pre production meetings
- safety briefings
- safety information written on call sheets
- a copy of the risk assessment being available at all times

3.2.2 Monitoring

Monitoring is an essential aspect of maintaining and improving health and safety performance. Throughout the Production, safety is monitored by:

- carrying out safety inspections
- reviewing risk assessments as required
- examining accident /incident data
- examining ill health data

Inspections are carried out according to the inspection schedule and records are retained by the Production. An example of the inspection checklist is given in Health & Safety Tools.

3.2.3 Review

Safety arrangements are reviewed and recorded if any changes occur.

3.2.4 Fire and Emergency Evacuation Procedures

Every workplace, including locations, will have arrangements in place to cover fire, accidents, bomb threat or other emergency to ensure a prompt response and safe evacuation. The specific arrangements will be determined by risk assessment.

All personnel will be made aware of these emergency evacuation procedures especially if working on location or in unfamiliar buildings.

All means of escape will be clearly sign posted and procedures set in place, which ensure that the alarm is raised promptly in the case of emergency.

Productions will be made aware of the evacuation and fire procedures in Studios, and Post Production Houses.

3.2.5 First Aid

The minimum first-aid provision on any work site will be a suitably stocked first-aid box and an appointed person to take charge of first-aid.

The level of first aid required will be determined by the risk assessment.

3.2.6 Accidents

Staff must report all accidents, incidents, near misses and cases of absence through work related injury on an accident report form (An example form can be found in the H&S Tools section of this policy). The Producer is responsible for completing the Accident Report form and for ensuring an appropriate level of investigation is carried out. If the accident/incident is serious, it may need reporting to the HSE.

Examples of the serious accidents, which must be reported to the HSE, include:

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

- Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- work related injury resulting in more than seven days off work (including weekends).

Dangerous occurrences also have to be reported, and examples are;-

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- first aid or medical treatment required for an injury from an explosion or detonation.

Absence through work related injury

Producers must identify any absence which occurred as a result of work related injury or illness. Work related injury resulting in more than seven days off work is reportable to the HSE, within 15 days.

NB the period of incapacity includes weekends and rest days and also where a person is put on light duties because they are unfit to carry out their normal duties.

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

Contact details of the HSE are:

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

All incidents can be reported online but a telephone service remains for reporting **fatal and specified injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)

Records

All documentation which relate to an accident/incident must be kept e.g. accident form, investigation report, statements, risk assessment forms, design drawings, minutes of meetings, contractor documentation, picture material - stills or video etc. This information may be required to withstand legal challenge.

3.2.7 ACCIDENTS, FIRST AID AND EMERGENCY PROCEDURES

The first aid box(es) is/ are kept at 4th floor, 5 Market Place, London W1W 8AE.

The appointed first person(s) first aider(s) is/ are Fiona Waltje, Executive Assistant to the MD / Project Coordinator.

All accidents and cases of work related ill health are to be kept and recorded by Fiona Waltje, Executive Assistant to the MD / Project Coordinator.

Fiona Waltje, Executive Assistant to the MD / Project Coordinator is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Fiona Waltje, Executive Assistant to the MD / Project Coordinator is responsible for investigating accidents

Fiona Waltje, Executive Assistant to the MD / Project Coordinator is responsible for investigating work related ill health

Fiona Waltje, Executive Assistant to the MD / Project Coordinator is responsible for acting on investigation findings to prevent a reoccurrence

Fiona Waltje, Executive Assistant to the MD / Project Coordinator is responsible for ensuring persons are made aware of the emergency evacuation procedures

3.3 POST PRODUCTION

3.3.1 Edit

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

The Production will advise the Broadcaster if strobe and flashing images are used and could require advance warning, prior to broadcast.

3.3.2 Review

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

3.3.3 Broadcast / Transmission

If transmitted material may offend potentially violent individuals and or groups that may cause harassment, a threat assessment will be undertaken and appropriate measures put in place to ensure the safety of the members of the production and others at risk.

4.0 ARRANGEMENTS FOR HEALTH AND SAFETY – NON PRODUCTION

4.1 Risk Assessment

Risk assessment is a fundamental and essential element of safe working practice as well as being a legal requirement for employers. To be effective it needs to be suitable for the activity it is addressing and sufficient to cover all significant risks anticipated.

After assessing the risks, control measures will be implemented using the following hierarchy of controls:

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

Risk assessments must be recorded and kept safe; they must also be reviewed periodically, if the activity changes or if an accident/incident indicates the existing controls are inadequate.

4.2 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 can't be avoided
- Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

4.3 Work Equipment

Work equipment will be assessed for its suitability for the task before purchase. Staff must be competent to use the work equipment required for the task. The manufacturer's instructions should always be available for reference.

A register of work equipment will be kept. Work equipment will be adequately maintained. Faulty equipment is to be reported, taken out of service, repaired or replaced.

Portable and fixed electrical equipment will undergo regular testing, checks and maintenance.

Lifting equipment will undergo regular testing, checks and maintenance.

4.4 Display Screen Equipment (DSE)

It is a legal requirement to analyse workstations, and assess and reduce risks including; the whole workstation;

- equipment, furniture, and the work environment
- the job being done
- any special needs of individual staff.

DSE work should be planned so that staff have breaks or changes of activity; Eye and eyesight tests will be provided for DSE users who request them, and spectacles provided if special ones are needed

Health and safety training and information will be provided for DSE users.

4.5 Fire & Emergency Arrangements.

The priorities are as follows:

- to ensure the safety of all persons people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;
- to call the emergency services when appropriate;
- to safeguard the premises and equipment, if this is possible without putting persons at risk.

The Fire Evacuation procedure for the premises can be found at each Fire alarm call point.

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the manager on duty or in their absence, a senior member of staff is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

Fire risk assessments for the premises have been carried out and are updated as necessary by a competent person.

All fire prevention and detection equipment (fire extinguishers, detectors, alarms) will be maintained in good working order and regularly checked, tested and records kept.

Fire evacuation drills will be carried out twice a year and records kept.

4.6 Accidents and Incidents

Line Managers are responsible for completing Accident Report Forms and for ensuring an appropriate level of investigation is carried out. See the arrangements in the Production Section – 3.2.6 above for further details.

4.7 First Aid

Adequate numbers of employees will be trained as appointed persons or First Aiders. First aid kits will be provided and first aid records kept.

The names and locations of first aiders are displayed in the premises.

4.8 Training

All staff will be given adequate instruction, information, training and supervision to enable them to fulfill their role safely.

Where necessary staff will be provided with any refresher training they may need to perform their job safely.

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

A record of staff training will be kept.

4.9 Premises

All building services will be maintained in good working order, regularly checked, tested and records kept.

Where relevant, an asbestos register is kept by the landlord. Any person requiring to work on the fabric of the building will be informed of the location of the identified asbestos.

The workplace will be kept clean and tidy. This will be monitored by the completion at regular intervals of an office inspection.

Waste will be disposed of via registered waste contractors.