

In compliance with the
Health and Safety at Work etc Act 1974

**This is the
Documentary Film Makers' Co-operative's**

Health and Safety Policy

October 2016

Our statement of general Health and Safety Policy is:

Responsibilities

1. Overall and final responsibility for Health and Safety (H&S) is that of **Nicolette Burford de Oliveira, Massi Guelfi and Daniel Gal (The Company Directors)**
2. Day-to-day responsibilities for ensuring this policy is put into practice is delegated to the Health & Safety Officer in attendance, or either the Film Director or Film Producer depending on which is present.
3. To ensure health and safety standards are maintained/improved a Health & Safety Officer will be nominated for each production.
4. All DFMC personnel, staff, contract employees, and volunteers have to:
 - ⤴ co-operate with the our Health and Safety Officers, Directors and Producers on health and safety matters;
 - ⤴ not interfere with anything provided to safeguard their health and safety;
 - ⤴ take reasonable care of their own health and safety; and report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Consultation with DFMC personnel, employees and volunteers

Consultation on H&S with DFMC personnel, employees and volunteers participating in a film shoot is provided by the Directors/Producers in advance of each film shoot.

All Volunteers must take reasonable care of themselves and all others who may be affected by their acts and omissions, and to comply with all policies and arrangements for safe working to enable Documentary Film Makers' Cooperative to discharge its legal duties with regard to health and safety.

Health and safety risks arising from our film activities

Risk assessments will be undertaken for all activities. The findings of the risk assessments relating to each film shoot will be reported to the Film Producer. Actions required to remove/control risks will be approved by the Health & Safety Officer who will be responsible for ensuring these are implemented and will check that the implemented actions have removed/reduced the risks. Assessments will be reviewed in every shoot location or when the work activity changes, whichever is soonest.

Safe plant and equipment

As most equipment is owned by the individual operating it, it will be his or her responsible for identifying all equipment/plant needing maintenance. This includes any hired equipment.

The DFMC Directors will check that new plant and equipment meets health and safety standards before it is purchased or hired. All results of such checks will be documented and filed.

All employees, members and volunteers must not interfere with, or misuse anything, any objects, structures or systems of work, provided by the Documentary Film Makers' Cooperative in the interests of health and safety.

Cabling

- ⤴ All cables used for any purpose in the course of filming must be made safe as they are laid and not at some later time.
- ⤴ Cables should be laid in the gutter along roads or in the junction between a wall and the footway.
- ⤴ Cables on steps should be taped down to avoid the risk of tripping.□
Wherever possible cables should be flown at a minimum of 17' (5.2m) above roadways and 8'6" (2.6m) above footways.
- ⤴ Cables across footways should be laid at right angles under a taped mat. The matting should be:□

i. a minimum of one metre wide, and□

ii. visible to the public by proper lighting, cones or high visibility hazard tape.

- ⤴ Cables across roadways should be covered using proper cable ramps unless otherwise agreed ***in advance***.
- ⤴ No attachments may be made to any street furniture without the prior written consent from the relevant authority.
- ⤴ Power may not be taken from any premises without prior permission from the owner or someone authorised by the owner to give such permission.

Ladders, scaffolds and mobile towers

- ⤴ This equipment must be suitable for its intended purpose and prevailing safety precautions must be complied with.
- ⤴ Only properly trained operatives are to move or use the equipment.
- ⤴ Regular checks must be made to ensure the use, safety and stability of the equipment when in use.
- ⤴ Scaffold and Plant must NOT be left anywhere that it may be used by unauthorised persons.
- ⤴ Scaffolds must be certified by a competent person on completion and weekly thereafter.
- ⤴ Crew members and production personnel working on any open sections of roadway must wear high visibility clothing to standard EN471.
- ⤴ Please note that all roads and paths will remain open unless specifically agreed in advance of filming. No section of road or path may be closed at any time without prior agreement.

Lighting

Electric lights can be dangerous, especially tungsten lights which can get VERY hot. It is highly recommended to have a person whose sole responsibility it is to operate the lights, especially on shoots where tungsten lights are used, when children are present, or in confined or crowded spaces. Lights are unstable and can easily fall or get pulled down. On all shoots the following precautions will be taken:

- ⤴ Place chords out of walking areas if possible or tape them down so that people won't trip on them.
- ⤴ The wiring of lights and light cables will be checked for damage. Damaged items will not be used to reduce the risk of electric shock.
- ⤴ No water or liquids will be consumed during a shoot. Lights will be kept at a safe distance from liquids.
- ⤴ Keep lights away from entrances where they can get knocked over by a door opening.
- ⤴ Make sure there is nothing flammable around the light or you risk starting a fire.
- ⤴ Time allowances will be made for lights to cool down after they've been switched off before being moved.
- ⤴ The construction and position of lighting towers must be agreed in advance of filming.
- ⤴ The following considerations should be taken to prevent any risk to the public, production company employees or agents:
 - i. All lights and lighting stands must be properly secure; □
 - ii. Lighting stands placed on open footways must be attended at all times; □
 - iii. Lights should not dazzle motorists or pedestrians; iv. Lights should not be shone towards residential or professional properties without the specific permission from residents, tenants or other people in the buildings.
- ⤴ Any generators used should comply with the specific requirements of the Environmental Protection Act (1990) and be positioned as agreed in advance.
- ⤴ Generators must be sited exactly as agreed and should be run only at agreed times.

Safe handling and use of substances

The DFMC Directors will be responsible for identifying all substances which need a Control of Substances Hazardous to Health (COSHH) Assessment in conjunction with the H&S Officer.

The DFMC Directors will be responsible for ensuring all actions identified in the assessments are implemented.

The DFMC Directors will be responsible for ensuring all relevant personnel and volunteers are informed about the COSHH assessments.

A check will be made that new substances can be used safely before they are purchased.

Assessments will be reviewed at each shoot location or when the work activity changes, whichever is soonest.

Information, instruction and supervision

All DFMC personnel, members, subcontractors and volunteers and all other people significantly affected by DFMC film shoots are given a copy of this Health and Safety Policy.

Supervision of young workers/trainees will be arranged/undertaken/monitored by **Nicolette Burford de Oliveira or another Film Director or Producer appointed for the task**, depending on who is present at the film shoot.

The Film Director or Film Producer is responsible for ensuring that volunteers working at

locations under the control of other volunteers are given relevant health and safety information.

Consequences of non compliance

Health and safety management should provide a very positive contribution to the overall efficient and effective management of the Documentary Film Makers' Cooperative. Non-compliance with this policy will therefore be viewed as a serious matter, ultimately subject to disciplinary procedures resulting in volunteers being excluded from any ongoing project.

Competency for tasks and training

There will be no formal induction training for volunteers, members or employees. However, where specific tasks are to be undertaken, the H&S Officer will provide specific instruction as to the potential risks involved and how to minimize these.

Training and H&S records will be kept. Relevant training will be identified, arranged and monitored.

Accidents, first aid and work-related ill health

A first aid box will be kept at each location.

The appointed person(s)/first aider will vary from location to location, but it will be the responsibility of the Film Producer or Film Director to ensure that a suitable person is appointed for each film shoot.

All accidents and cases of ill health are to be recorded in the accident book. The book is kept by the Film Producer or Film Director.

The Film Producer or Film Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (Health and Safety Executive (HSE) or your local authority depending upon where you are filming). Contact details for the Westminster branch of the HSE are:

HSE, Caxton House, Tothill Street, LONDON, SW1H 9NA , Tel:020 7340 4000; Fax: 020 7227 3802

Monitoring

To check our filming conditions, and ensure our safe working practices are being followed, we will review each day's shooting and the Health & Safety Officer is responsible for investigating accidents. This is then reported to the Producer.

The Film Director or Producer is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

- ⤴ Normal access for the emergency services should be maintained at all times.
- ⤴ Escape routes are checked in each location.
- ⤴ Emergency evacuation will be tested each location.

- ⤴ Designated Fire Exits must be kept free of obstructions at all times during the course of the filming.
- ⤴ The concealment of smoke sensors, call points and fire alarm panels and/or exit and emergency exit buttons shall not be permitted.

Forbidden on film location sites

- ⤴ Smoking
- ⤴ Alcohol
- ⤴ Drugs
- ⤴ Weapons
- ⤴ Explosives
- ⤴ Gambling
- ⤴ Swearing/offensive language

Declaration

On behalf of **Documentary Film Makers' Co-operative** we, the undersigned, will oversee the implementation of the **Health and Safety Policy** and take all necessary steps to ensure it is adhered to.

<p>Signed:</p> <p>Name: Nicolette Burford de Oliveira</p> <p>Position within Documentary Film Makers' Co-operative:</p> <p>Founding Director</p> <p>Date:</p>	<p>Signed:</p> <p>Name: Massimiliano Guelfi</p> <p>Position within Documentary Film Makers' Co-operative:</p> <p>Director</p> <p>Date:</p>
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The Documentary Film Makers' Co-operative is a non-profit making Company Limited by Guarantee registered with Companies' House; Company Number 07897098.