

BEACON FILMS CIC

## HEALTH AND SAFETY POLICY

**Office:> Beacon Films, Key House, Tankerville Place, NE2 3AT  
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**Activity:> Beacon Films, Key House, Tankerville Place, NE2 3AT**

**The HEAD OF PROGRAMME is responsible for implementing this policy.  
MICHELLE FOX is the current Head of Programme and therefore the “named officer” referred to in this document.**

To clarify: the term “staff” in this document refers to

- Salaried Employees
- Freelancers
- Contracted in Staff (e.g. from an agency or company)
- Board Members
- Volunteers

To clarify: the term “participant” in this document refers to children, young people or adults at risk taking part in the activity provided by Beacon Films.

To clarify: “project/s”, “workshop/s” and “activity/ies” means activity carried out by Beacon Films.

**Please also refer to the latest Policy Schedule / Checklist**

<b>Last updated and ratified by the board</b>	September 2018
<b>Due date for next update and re-ratification</b>	September 2021

## **1. INTRODUCTION**

Health and Safety is governed by health and safety legislation and associated regulations that are enforced by the Health and Safety Executive. This policy identifies the key issues associated with health and safety at Beacon Films and sets in place documentation to reduce risks.

Staff have a responsibility to make sure they carry out their duties safely without risking themselves, participants or visitors. They must also co-operate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices.

## **2. THE AIMS OF THIS POLICY**

- a) to ensure the activities of Beacon Films are safe and take place in a healthy environment for staff and participants.
- b) to ensure that all staff and participants are clear about agreed procedures to promote safety
- c) to put in place ongoing monitoring of health and safety concerns

## **3. THE DUTIES OF ALL STAFF**

All staff have a responsibility to:-

- a) be familiar with the safety regulations and guidance applying to their work
- b) remember that, under the Health and Safety at Work Act, it is the duty of every member of staff to take reasonable care of themselves and of others who may be affected by their acts or omissions
- c) use the correct equipment and tools for their work, and use safety equipment and protective clothing supplied where appropriate
- d) report any defects in machinery or equipment to the named officer responsible for this policy.
- e) not use specialised equipment unless they have received appropriate training
- f) develop a personal concern for safety, for themselves and for others, particularly newcomers
- g) avoid improvisation which entails unnecessary risks and work only to safety methods which have been laid down, suggest ways of eliminating hazards
- h) only carry out duties that they are appropriately trained, experienced and – if applicable - registered to provide.
- i) report all accidents or near misses to the named officer, whether people are injured or not
- j) fill in an accident/incident form for themselves and ensure others do so.
- k) set a personal example

## **4. RISK ASSESSMENTS**

a) All Health and Safety considerations for each project are underpinned by the Risk Assessment. Every single project will have its own individual risk assessment, comprising of the following components:

- i. A general risk assessment for project activity at main location – Key House, Tankerville PI, Newcastle, NE2 3AT (the “main activity” risk assessment)
- ii. Separate risk assessments for any activity that takes place outside of the main location OR where the activity specified in the “main activity” risk assessment changes significantly.

- iii. Individual Needs Assessments for those participants who complete an Individual Needs Form (see section #8)

b) All risk assessments should be checked by at least one other member of senior staff team (Development Director, Creative Director, Head of Production) before being published and issued.

c) In addition to the above an office risk assessment is in place for the Beacon Films office – and all those staff or participants who use the office must be familiarised with this risk assessment by the named officer or his/her appointee.

## 5. BRIEFINGS & TRAINING

a) Overseen by the named officer and/or project manager, staff will be briefed & trained on this Health and Safety policy AND main activity risk assessment at least once every 12 months.

b) New staff will be appropriately briefed & trained on this health and safety policy and main activity risk assessment before they start working on a project.

c) All staff will be briefed on the following at the start of a new project

- Activity Risk Assessment/s where the location or activity is different to the main activity risk assessment (including any changes/amendments to the main activity risk assessment)
- Individual Needs Assessments (see section #8)

d) Overseen by the named officer and/or project manager, all staff and participants will receive a briefing at the start of the project. The briefing will include:

- Fire procedure
- Location of toilets
- Ground Rules (collaboratively devised by the group)

## 6. ACCIDENTS, INCIDENTS AND ILLNESS

a) Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, some accidents must be reported to the Health and Safety Executive and a record of any reportable injury, disease or dangerous occurrence must be kept. In addition, injuries caused by physical violence against a person at work must be reported.

b) All accidents should be recorded on an accident and incident form and reported to the named officer who will take any further action necessary.

c) Reportable injuries include:

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight, either temporary or permanent.
- A chemical or hot metal burn to the eye.
- A penetrating injury to the eye.
- Electrical shock or burn resulting in loss of consciousness and/or requiring resuscitation and/or hospitalisation for more than 24 hrs.
- Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent.

- Inhalation, ingestion or absorption through the skin of any chemical substance or biological agent resulting in medical treatment or loss of consciousness.

d) Any other injury leading to resuscitation or hospitalisation for more than 24 hrs, or hypothermia, heat-induced illness or unconsciousness

e) Should any accident occur (whether someone is injured or not), this should be recorded on an accident and incident form (always kept in file in workshop location)

f) In addition to those injuries referred to in section #6 and any other accident or injury (whether someone is injured or not), the threshold for completing an incident report is those entries on the Risk Assessment that have a severity rating of "Medium" (M) or higher.

g) Disease – Staff should not come to work when they are contagious, especially when they might risk infecting others who may already have underlying health problems.

h) Stress – Staff members who feel they are becoming stressed should seek help from their line manager or other manager as appropriate.

## 7. FIRST AID

a) The Health and Safety (First Aid) Regulations 1981 sets out the requirements for first aid provision. The level of provision has been assessed based upon need at the organisation. First aid materials are available in workshop locations and a member of staff with a qualification in Emergency First Aid At Work – 1 full day course (or equivalent) will be on site at all times a workshop is operating and their location known by workshop facilitators.

b) The Emergency First Aid at Work qualification must be less than three years old and the company will pay the training costs for its renewal if appropriate and necessary.

c) Within the three year validity of the qualification and where appropriate, the option for the First Aider to do an annual refresher (paid for by the Company) will be offered however the decision as to whether to complete a refresher is the decision of the First Aider.

d) Care will be taken to ensure that First Aid kits are replaced before their expiry date.

e) All First Aid incidents will be recorded in accordance with section 6.

f) Risk assessments for each project will identify whether additional First Aid cover is required.

## 8. INDIVIDUAL NEEDS ASSESSMENTS

a) Before taking part in a project, and overseen by the named officer and project manager: all participants - with the support of their parent, carer or support worker (as appropriate) - will complete an **Individual Needs Form**, informing Beacon Films of any individual needs they have including:

### i. Access Needs

This is about the physicality of the participant's environment and making sure that they can move around and engage with the space they are

operating in as freely as possible. It includes ensuring the space is wheelchair accessible, that there are accessible toilets or – if necessary a hygiene room – it may also refer to transport such as wheelchair accessible buses etc. (See section 15 / Transportation)

ii. Behavioural / Social Needs

It may be that the participant is on the “EBD” (Emotional and Behavioural Difficulties) spectrum, e.g. ADHD or it may be that they struggle to socialise and interact with others and have certain “rules” about how they engage, particularly relevant to those on the autistic spectrum

iii. Medical Needs

This will range from someone who might have an asthma inhaler, to someone who regularly takes aural medication, to someone who carries emergency medication.

iv. Personal Care Needs

Personal care is defined as “any physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails” (Department of Health, 2012)

- b) The level of support that Beacon Films can provide is determined by the Individual Needs Assessment (INA) that we develop based on the information provided and what extent of support our **Support Policy** allows.
- c) Where necessary and possible, Beacon Films will contract in a support worker from an appropriately registered agency (e.g. CQC – Care Quality Commission) to support those needs identified – in particular those needs that Beacon Films employees and freelancers are not authorised to support – in line with our **Support Policy**.
- d) Where the Individual Needs Assessment suggests that Beacon Films staff (including any contracted-in staff) may need to give specific support to a participant beyond what would ordinarily be expected, the Individual Needs Assessment will always be agreed and signed off by either i) the participant where they are an adult who has the capacity to give such authorisation or ii) the participant and an appropriately authorised family member or support worker.
- e) In line with our Support Policy, the support worker provided by Beacon Films will be for the entire group, and their support of individual needs can never be to the detriment of the whole group.
- f) Therefore Beacon Films may insist that an individual participant brings their own support worker, if they feel that their level of individual needs are such that such additional support is required.
- g) Beacon Films will never involve an individual in a project if the Individual Needs Assessment concerning that person indicates that their safety or the safety of the group will be compromised and no agreement can be reached as to how to - in the opinion of Beacon Films - reduce that risk to a manageable level.
- h) In the event that Beacon Films contracts in a support worker from a CQC (Care Quality Commission) agency we will follow the **Personal Care** policy (or equivalent) of the contracted agency.

## 9. MEDICATION

Please see separate **Support Policy**

## 10. SAFEGUARDING

Please see separate **Safeguarding Policy**

## 11. FIRE EVACUATION PROCEDURES

- a. If the fire alarm sounds, staff and participants **MUST** leave the building and help others to do so. A delay of just a few seconds can cost lives, so act first and ask questions later.

### OFFICE

- b. All staff and volunteers who work in the Beacon Films office will be informed of fire exits, fire procedure and meeting point. All visitors will be informed as appropriate. Fire evacuation notices will be clearly displayed.
- c. A registration and sign-in-sign out procedure will ensure that we have an immediate record of who is on site at any one time.

### WORKSHOP VENUE

- d. Whilst it is hoped that a fire will never occur and that all staff will take care to reduce any risks there might be, it is essential that we are all prepared. All participants and staff – including volunteers, work experience students, and visitors – should know what to do in the event of a fire.
- e. Newly appointed staff, trainees and work experience students will receive instructions when they are inducted. Participants will receive instructions at the beginning of each project. The precise instructions will follow the Fire Evacuation procedures of Key House, or the individual fire procedures of a venue being used by Beacon Films for activities, events or filming purposes as detailed in the specific project risk assessment.
- f. A registration and sign-in-sign out procedure will ensure that we have an immediate record of who is on site at any one time.

### FIRE PRECAUTION CONSIDERATIONS FOR WHEELCHAIR USERS:

- g. If a project is taking place in a non-ground level environment, specific procedures relating to the evacuation of wheelchair users will be ascertained from the relevant venue before the project begins and included in the project risk assessment.
- h. A piece of evacuation fabric will be available in all activity where a wheelchair user is present who is unable to independently get in and out of their wheelchair **AND** there is a possibility that the wheelchair user will spend some time out of their wheelchair during the project. This is for the event that a fire alarm sounds and the wheelchair user happens to be out of their wheelchair at the time. The evacuation fabric allows them to be more quickly evacuated without having to support them back into their wheelchair. Where evacuation fabric is provided, procedures relating to this will be included in the risk assessment and whilst all staff will be made aware of it, the participant's support worker\* will be made particularly aware and it will be confirmed that they are able to use it in the event of an emergency and direct the support they would need from staff members.

*\* As stated in our Support Policy, any participant who requires 1-to-1 or 2-to-1 support during a project must bring their own support worker with them. Therefore a wheelchair user who was to spend time outside of their wheelchair and who could not independently get in and out of their wheelchair would by default have their own support worker with them.*

## 12. OFFICE AND EQUIPMENT

- a) All staff should ensure that workshop and office spaces are kept tidy and obstruction-free, especially to avoid any trips, slips and falls. Participants should always be encouraged to take part in the tidying of spaces so that this embedded within everyone in the organisation.
- b) Project risk assessments in relation to filming equipment must be followed at all times (see “briefings” – section 5). In particular this will include:
  - i. Safeguarding against trip hazards created by wiring and cables
  - ii. Safe use of lights on set.
- c) Neither staff nor participants should attempt to fix electrical equipment that has failed. Only authorised members of staff are allowed to replace fuses in plugs. All portable electrical equipment will be subject to a Portable Appliance Test (PAT) at a maximum of 18 month intervals.
- d) Office seating: The Health and Safety Executive publishes the following advice regarding seating in the office environment. Staff/participants who are using the office must speak to the named officer if their seating arrangement makes them uncomfortable.
  - i. Is the chair comfortable for the intended period of use?
  - ii. Is the lower back adequately supported?
  - iii. Is the upholstery sufficiently supportive and comfortable?
  - iv. Are edges sufficiently padded and shaped to prevent uncomfortable pressure on the thighs?
  - v. Does the chair have adequate types and ranges of adjustment?
  - vi. Is the height adjustable to allow work to be carried out at or below elbow height?
  - vii. Does the backrest adjust sufficiently in height and depth to allow the user to gain support?
  - viii. Are armrests suitable for the task and workstation?
  - ix. Do the armrests allow the user to bring the chair far enough forward?
  - x. Do the armrests allow adequate arm movement?
  - xi. Are footrests required and, if so, are they suitable?
  - xii. Are there special requirements for a chair at this particular workstation?
  - xiii. Are there special user requirements?
  - xiv. Are there special task requirements?

(Source: Health and Safety Executive “Seating at Work”)

- e) Computer keyboards and use of VDU (visual display unit) screens:
  - i. Seating should be adjustable to allow the hands to work at elbow height.
  - ii. There should be room for the legs to fit comfortably under the desk
  - iii. Armrests should not prevent the user from getting close to the workstation when using a keyboard or other input device (eg mouse)
  - iv. It should be possible to place the feet flat and comfortably on the floor, otherwise a footrest should be provided
  - v. The backrest should be adjustable and provide adequate support for the user
  - vi. The small of the back should be supported by the chair and the shoulders should be relaxed.

(Source: Health and Safety Executive “Seating at Work”)

- f) If a staff member or participant chooses to carry out work for the organisation from their own home or other premises not linked to Beacon Films, that staff member or participant is responsible for ensuring that all conditions in this section are met. This is made clear in contracts of employment.

### 13. THE SAFE HANDLING OF LOADS

Participants should NEVER carry heavy loads.

Staff should consider the following before doing so AND request help and/or appropriate equipment before carrying the load if necessary.

1. *Never* move unless you have to. Do you need to move the load? Can you push, pull, slide or put it on wheels to move it?
2. What do you *know* about the load? Is it bulky? Does it have sharp edges? Is it hot or cold? How heavy is the load?
3. Is the load *unstable or unbalanced*? Do you have to hold the load at a distance from your trunk? Do you have to use an unsatisfactory body movement or posture?
4. *Always* use the appropriate handling equipment - for example, trolley, strap handles, safety clothing.
5. *Prepare* the handling area and watch for all hazards - such as space constraints, uneven or slippery floors, extremes of temperature, or poor lighting.
6. *Know* your own moving capacity and the moving capacities of your colleagues. Does the job require unusual strength, height, special training or knowledge? Does the job put staff who are pregnant or who have health problems at risk?
7. The *position* of the handler's feet is vital. Feet should be apart, with one foot slightly in front of the other to create a stable mobile base. The load should be lifted between the handlers' feet.
8. Make sure you have a comfortable *hand grip*. Is the load difficult to grasp? Would a strap or handle make handling easier? The lifter's elbows should be held against the body to support the load. The palm of the hand should be used, rather than finger grips.
9. Hold the load *as close as possible* to your body. If it is dirty, then wear the appropriate protective clothing. Pull the load towards your body; *never* lift it away from yourself.
10. Keep your back *straight* and avoid twisting while lifting. Bend your knees and keep your head up and pointing in the direction of the load movement.
11. Use *rhythm and timing* when lifting. When two handlers are lifting, then clear instructions should be given by one of them. Preferred instructions are, 'Ready ... Steady ... Lift'.

### 14. FOOD HYGIENE

Legislation has introduced new rules and regulations with reference to food handling. Please obey the *ten golden rules* below:

1. Always wash your hands before handling food and after using the toilet.
2. Tell the named officer at once of any skin, nose, throat or bowel trouble.
3. Ensure that cuts and sores are covered with water proof dressings.
4. Keep yourself clean and wear clean clothing.
5. Do not smoke anywhere indoors, or in any area where there is food. It is illegal and dangerous. Never cough or sneeze over food.
6. Clean as you go. Keep all equipment and surfaces clean.
7. Prepare raw and cooked food in separate areas. Keep food covered, and either refrigerated or piping hot.
8. Keep your hands off food as far as possible.



9. Ensure waste food is disposed of properly. Keep the lid on the dustbin, and wash your hands after putting waste in it
10. Tell the named officer if you cannot follow these rules.

## 15. TRANSPORTATION

- a) All activity that involves leaving the site of the main workshop activity will be individually risk-assessed and if motor transport is required, in the majority of cases, a suitably experienced taxi firm will be contracted to provide such transportation. (E.g. Premier Transport)
- b) Instructions of Bus/Taxi Driver must be followed at all times
- c) Before setting off:-
  - i. Allow sufficient time for the journey.
  - ii. Plan breaks.
  - iii. Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area.
  - iv. Ensure participants are supervised when boarding vehicle, especially if using rear door. Plan which passengers will sit in the front seats and by the doors.
  - v. Do not exceed the carrying capacity of the minibus.
  - vi. Make sure everyone is sitting one to a seat and are using seat belts.
  - vii. Ensure ambulant disabled passengers are seated safely and comfortable and passengers travelling in wheelchairs are safely restrained. Securely store wheelchairs not in use.
  - viii. Check that no bags or clothing are caught in doors, that all luggage is secure and gangways and exits are clear.
  - ix. Check fire extinguishers and first aid.
- d) During the Journey:
  - i. Do not allow boisterous play of any kind.
  - ii. Enforce "No Smoking" and "No Alcohol" rules
  - iii. Do not allow passengers to operate doors.
  - iv. If serious delay during journey, inform parents/carers/support workers
  - v. Participants must not be left unaccompanied on the minibus.
  - vi. If there is a risk of fire, evacuate vehicle and move occupants to a safe place.
- e) Journey's End:
  - i. Supervise participants when leaving, especially if using rear exit.
  - ii. Never allow passengers to leave until vehicle is at a complete standstill and safely parked.
  - iii. Always park so that passengers step onto the footway and not the road.
- f) 'Never' Points
  - i. **Never** carry unofficial passengers - for example, hitch-hikers.
  - ii. **Never** make unofficial journeys.
  - iii. **Never** carry more passengers than there are seatbelts - even young children.
- g) 'Always' Points
  - i. Wear your seatbelt.
  - ii. Ensure that all passengers wear their seatbelts and that children use booster seats where necessary.
- h) Accident Procedure
  - i. If anyone is injured as a result of a collision, the police should be called.

- i) In the event of a Breakdown or Emergency Stop
  - i. Follow instructions of taxi or bus driver
  - ii. If exiting the vehicle is necessary, move the group as far away from the carriageway passing traffic as possible.

j) Own Transport

Those members of staff who have adequate business insurance may transport participants as long as they have another member of staff with them as per safeguarding guidelines. However this will be a rare event and a risk assessment must be carried out.

Members of staff who drive pupils in their own car must ENSURE:-

1. their passengers safety
2. that the vehicle is roadworthy
3. they have the appropriate licence
4. they have appropriate insurance cover
5. they NEVER use their mobile phone or any other device that distracts them whilst driving.
6. anyone using a lapbelt wears it across their pelvis area rather than stomach area (RoSPA advice)

The driver is responsible for making sure that passengers use a seat belt and appropriate restraints if required. Vehicles without seat belts must not be used.

## 16. WALKING ON FOOT AND CROSSING ROADS

Care should be taken when walking - especially when walking with a group.

- a) A separate risk assessment will be carried out where the activity involves leaving the main venue (see section #4)
- b) When walking with participants, ensure that all participants are instructed to walk only on pavements or pathways.
- c) Be particularly aware of those participants whose individual needs assessments highlight mobility or balance issues and ensure that they are accommodated.
- d) Where wheelchair users need to be pushed by somebody, this will only be carried out by a support worker they provide, or by other staff following the participants' instruction or the instruction of their support worker, which will be clarified in the risk assessment. Note that according to our **Support Policy** any participant who requires 1 to 1 support must provide their own support worker.
- e) When crossing the road with a participant or participants, use a traffic signalled pedestrian crossing where possible and only cross when the green figure shows.
- f) When walking with groups, ensure one member of staff is at the front of the group and one at the rear. Use this system to ensure that road crossings take place in controlled smaller groups.