

## HEALTH AND SAFETY POLICY – GENERAL STATEMENT

- 1 Urban Myth Films Limited (**Company**) regards the promotion of health and safety measures as a mutual objective for all members of the unit (**Unit Members**) irrespective of grade.
- 2 It is the policy of the Company to do all that is necessary to protect the health and safety of all the Unit Members whilst at work, and also that of members of the public or any contractors who may be affected by the Company's undertakings.
- 3 In particular, the Company has the responsibility as far as is reasonably practicable to ensure:
  - 3.1 the provision and maintenance of plant, equipment and systems of work that are safe and without risks to health;
  - 3.2 safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
  - 3.3 provision of instruction, information and training and supervision necessary to ensure the health and safety of all employees on a regular basis;
  - 3.4 provision and maintenance of a safe place of work and safe access to and exits from that place of work;
  - 3.5 the provision of a working environment that is safe and without risks to health;
  - 3.6 provision of adequate welfare facilities and arrangements;
  - 3.7 compliance with all relevant statutory requirements for health, safety and welfare;
  - 3.8 compliance with the compliance manuals of our broadcasters;
  - 3.9 the suitable and sufficient assessment of all risks to health and safety and the communication of control initiatives to all persons exposed to identifiable risks;
  - 3.10 the keeping of detailed records on all Health and Safety matters;
  - 3.11 that emergency plans are in place (to include evacuation procedures) and that communication of such plans is made to all staff who may be affected.
- 4 The Company aims to ensure that:
  - 4.1 all Heads of Department are aware of their own responsibilities for health and safety;
  - 4.2 all Unit Members are aware that they are required to work safely and co-operate with their respective Heads of Department, and other management representatives in all matters that affect their health and safety at work;
  - 4.3 section 7 of the Health and Safety at Work, etc. Act 1974 is complied with. This states that an individual must take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts or omissions and this will include the known risks caused by drug or alcohol abuse. Legal action may be taken against any individual whose actions due to drug or alcohol abuse resulted in injury to another person and Company policy is to take disciplinary action in any instance where drug or alcohol abuse occurs.

## **GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY**

- 1 Appropriate First Aid cover will be arranged for Construction and Shooting Crews.
- 2 A fully equipped First Aid box will be available in the Production Office.
- 3 On location, the daily call sheet will indicate the nearest Accident and Emergency hospital to the location site. Any accident the Crew Member has must be reported to the Production Manager. An accident book will be kept in the Production Office.
- 4 Fire Evacuation Procedures should be in place at a venue. Location sets must have a procedure in place, and ensure emergency vehicles can have unobstructed access at all times to the set, compound, etc.

## **SAFETY ON SET**

- 1 When working on the set, whether it is on location or a hired studio, exits are to be kept free of obstruction at all times. This will make it possible for easy access/exit in the event of an emergency.
- 2 Any overhead equipment should be properly secured and cables on the ground matted or ramped wherever possible.
- 3 Fire equipment (such as extinguishers) must always be easily accessible.
- 4 Care should be taken when moving heavy and awkward objects and the appropriate mechanical lifting gear should be used where it is available.
- 5 When filming from heights, whether it is in the studio or on location, a safety harness should always be used when instructed to do so.
- 6 When working with paint or chemicals, ensure they are correctly stored at all times. If the Crew Member has any doubts as to the correct storage, please refer to the Production Manager/Head of Department.
- 7 All hand tools and related equipment must be in proper working order at all times with protective guards applied where necessary. Always ensure when working on ladders that they are properly supported and secured.
- 8 Obey security, fire, health and safety regulations, and any statutory requirements relating to the studio, office or other place of work, including, in all circumstances, "No Smoking" requirements.
- 9 In respect of electrical safety, ensure there are no exposed live parts, and all electrical equipment is properly maintained. Always be mindful of the danger of fire if lights are placed near props, sets and other possible flammable materials.
- 10 Where personal protective equipment and/or clothing is issued for use by Unit Members, this must be used in any area designated as a site where such equipment and clothing must be

used and/or worn. This includes the use of safety helmets in areas or construction away from studio stages. This requirement will also apply to any visitor to the designated area.

All personal protective equipment and clothing must be correctly stored after use. If the Crew Member has any doubts as to the correct storage, please refer to the Production Manager/Head of Department.

### **GENERAL**

- 1 During shooting, the Safety Co-ordinator on the floor is the First Assistant Director who will liaise between the floor crew and the Producer and/or Production Manager.
- 2 General health and safety matters can be referred to the Production Manager, and where necessary, the Company's Health and Safety Adviser.