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# ELSTREE STUDIOS

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## **ELSTREE FILM STUDIOS LIMITED HEALTH & SAFETY POLICY**

**ELSTREE FILM STUDIOS LTD.**

**Shenley Road  
Borehamwood  
Hertfordshire  
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## **Health & Safety Policy Statement**

Elstree Film Studios Limited (EFS) and the management and employees recognise the fact that health and safety has positive benefits to the organisation and commitment to a high level of safety makes good business sense. The approach to health and safety will be based on the identification and control of risks.

A positive culture will be encouraged within the organisation and this encouragement shall be actively supported by senior management. This policy also acknowledges its responsibility in respect of persons other than its own employees, whether members of the public, productions, tenants, employees of contracting companies or delegates (Third Parties).

In particular, EFS acknowledges its broad responsibilities as set out in the Health and Safety at Work etc. Act 1974, to ensure as far as is reasonably practicable:

- The provision of a working environment that is safe and without risks to health;
- Provision and maintenance of a safe place of work, together with safe access to and from that place of work;
- Compliance with all relevant statutory requirements for Health, Safety and Welfare;
- Provision and instruction, information, training and supervision necessary to ensure the health and safety of employees and third party users of Elstree Studios where appropriate;
- The provision and maintenance of plant and systems of work are safe and without risks to health;
- Safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

All managers aim to do everything possible to prevent personal injury and damage, and are made aware of their responsibilities for Health and Safety. All employees should be familiar with the EFS Health and Safety Policy and in turn their responsibilities to themselves and to others.

EFS considers this policy a “living document” and best endeavors to ensure that changes in circumstances, legislation or new technology are properly accounted for and amended within accordingly.

This policy statement will be displayed within the Studio office and at the main entrance (security office) to the Studios; a full copy of the policy will be available on the EFS website. In addition a copy will be provided to all employees of EFS and is made available to all third parties.

**Signed:**

**Director:**

**Date:**

### **Defining Responsibilities**

Elstree Studios was bought by Hertsmere Borough Council in 1996 and the freehold with vacant possession belongs to Hertsmere Borough Council. EFS is a wholly owned publically held subsidiary of Hertsmere Borough Council established as a commercial licensee to operate all Elstree Studios businesses and activities within the Studios as delegated by Hertsmere Borough Council.

As mandated by Hertsmere Borough Council the EFS Board of Directors and Senior Management are responsible, delegated and empowered on behalf of Hertsmere Borough Council to operate the Studios, including all management of the premises, commercial operations and activities.

Expenditure incorporating health and safety and maintenance of the estate and premises are allocated within the annual operational budgets as ratified by the EFS Board of Directors.

EFS Board of Directors and Senior Management are responsible for the assigning of adequate resources to effect proper implementation of all statutory and legislative health and safety requirements and good practices. EFS utilise Hertsmere Borough Council resources and officers where appropriate to assist in the delivery of services to Elstree Studios on a commercial basis as with external contractors; as delegated, all responsibility for the estate is with EFS.

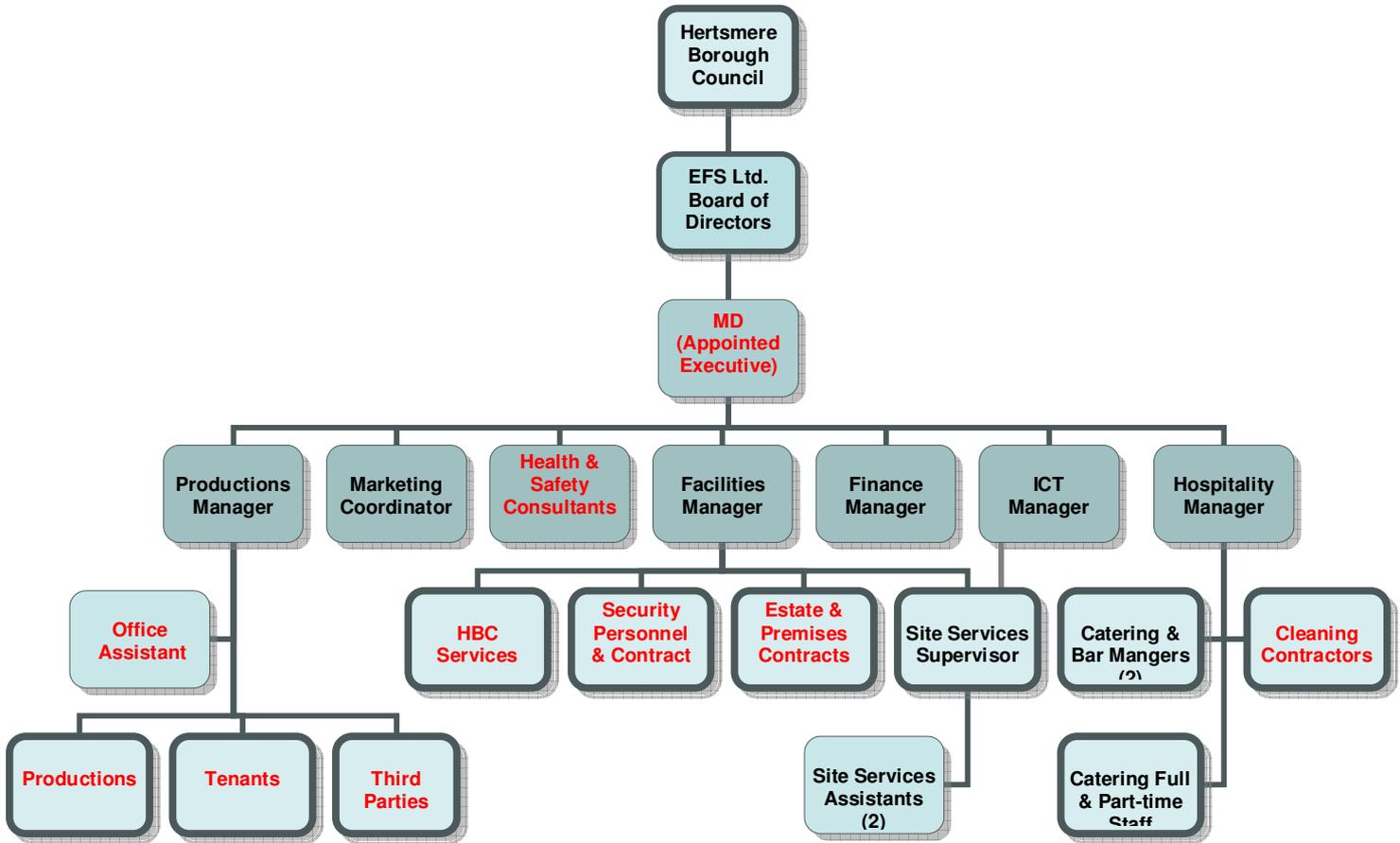
All formal Landlord and Tenant Leases are held with the Freeholder Hertsmere Borough Council; thereafter, associated tenant activities and landlord duties of care are delegated and become the responsibility of the EFS Board of Directors and Senior Management.

Commencement of the contract under this arrangement between Hertsmere Borough Council and EFS began the 1<sup>st</sup> April 2007.

EFS acknowledges that it has health and safety duties in relation to third parties and persons whilst at Elstree Studios. Extending to but non exhaustive these include clients, productions, tenant companies who are contractually obliged to comply with all legislation, carry appropriate insurances and indemnities and more specifically all EFS policies, procedures and practices with respect to health and safety; extending levels of cover and provision where invitees of any associated third parties extend to members of the public.

**Health and Safety Management Structure**

**KEY:**  
Elstree Film Studios Staff  
External Parties / Contractors



### **Board of Directors**

It is the policy of EFS' Board of Directors and Senior Management to protect and ensure the Health and Safety of all persons, their employees and third parties whilst on the Studio premises.

The EFS Board of Directors is comprised of five cross party Councillors and senior officer(s) from Hertsmere Borough Council.

Overall responsibility for health and safety at Elstree Studios, as delegated to the Board of Directors for EFS, includes:

- Appointment of appropriate Managing Director (or similar) and resources for the management of the estate and EFS' activities;
- Provision of adequate budgets for compliance with health and safety legislation, statutes and good practice;
- Ratification of suitable insurances including premises, employer and public liability;
- Making decisions on significant health and safety issues when appropriate;
- Ensuring adequate resources for appropriate training for all employees to fulfill health and safety responsibilities;
- The general health and safety of EFS employees, public and others using Elstree Studios.

### **Managing Director**

Within EFS the Managing Director (or equivalent) has overall responsibility for the general health and safety of employees, public and others using the estate extending to:

- Approval of health and safety policies and procedures ensuring that these are reviewed periodically to meet the objectives of EFS and to remain compliant with current regulations and legislation;
- Ensuring that the objectives of the Health and Safety Policy is fully understood by all board members and senior management;
- Assigning adequate resources (funds, materials, equipment, staff and time) as required to manage health and safety;
- The effective implementation of the Health and Safety Policy;
- Provision and procurement of suitable insurances in compliance with the law including premises, employer and public liability;
- Proper resources are made available in order to achieve best practice including the provision of suitable health and safety advice and a competent person(s);
- Ensuring that responsibilities are properly assigned and delegated;
- Ensuring that efficient and effective performance monitoring with respect to compliance with statutory health and safety requirements and the company Health and Safety Policy;
- Ensuring that managers with key health and safety responsibility have received suitable training and have appropriate knowledge and resources to fulfill their health and safety responsibilities.

At EFS, the Managing Director provides the final authority on matters concerning Health and Safety at Work.

### **Facilities Manager**

The Facilities Manager as delegated by the Managing Director, is the nominated senior manager responsible for the practical implementation and monitoring of health and safety policies, practice and procedures extending to:

- Reporting to the Managing Director / nominated competent person any significant issues that arise from health and safety;
- Ensuring that the EFS Health and Safety Policy is effectively implemented in all areas of operation, and making sure that adequate resources are made available to achieve this;
- Remaining aware of the level of compliance with health and safety requirements and the standard of health and safety management within each area of operation, and ensuring the correct assignment of responsibilities down through the lines of management;
- Monitoring safety performance by reference to accident reports, regular health and safety audits and inspections, reviews of risk assessments and other records, and by liaison with any appointed Health and Safety Consultants and officials;
- Carrying out site inspections, identifying hazards and arrangement of remedial action(s);
- Ensuring that health, safety and facilities management systems are maintained to meet legal requirements for test and inspection certificates, incident reports etc. and in collaboration with relevant colleagues to ensure good record keeping, document updates and appropriate resource accessibility;
- Ensuring that testing and other regular maintenance and inspections are carried out as required by legislation;
- Ensuring that all appointed contractors by EFS are suitably competent and work to appropriate standards, including management of a permit to work system where appropriate, and the notification of relevant parties of any planned work that may have health and safety implications;
- Working with appropriate Consultants, ensuring that other managers carry out health and safety inspections of their departments on a regular basis;
- Maintenance and central copies of health and safety records;
- Co-ordination of a general plan for health and safety management and in liaison with other managers and appropriate health and safety Consultants, the provision of appropriate training;
- Management and co-ordination of Emergency Action Plan(s) and a Disaster Recovery Plan;
- Periodic review and revision of the Health and Safety Policy.

### **Health and Safety Consultant(s)**

Health and Safety Consultant(s) has the contracted responsibility for assisting and advising the Managing Director, Facilities Manager and all EFS personnel where appropriate in achieving a proper standard of health and safety management.

So far as is reasonably practicable, the Health and Safety Consultant is responsible for:

- Provision of competent advice and awareness of the introduction of any health and safety legislation or standards that may affect individuals and / or the company, and undertake whatever steps are appropriate to implement such standards, seeking expert advice wherever necessary to achieve a good level of compliance;
- Development of review of management systems, policies and procedures relating to health and safety;
- Carrying out inspections and audits to monitor compliance and reporting findings to the Facilities Manager and Managing Director;
- Co-ordination and assistance in the preparation of risk assessments, health and safety recording and reporting and reviews as appropriate in liaison with the Facilities Manager;
- Advising on health and safety training requirement and assist in and delivery;
- Assisting in the sourcing of specialist safety advice where this is required;
- Advising on the health and safety requirements associated with equipment, personal protective equipment and carrying out work activities;
- Assisting with the development and testing of emergency procedures;
- Investigation of significant incidents and near misses;
- Ensuring that appropriate reports and legislative requirements are met and complied with, specifically in relation to Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) and matters relating to the Health and Safety Executive;
- Acting as first contact for the Health and Safety Executive and Environmental Enforcing Authorities;
- Making arrangements for suitable fire risk assessments to be carried out; advising on suitable provisions for first aid and fire marshal assistance.

### **Managers & Supervisors**

All Managers and Supervisors have a general responsibility to ensure that the Health and Safety Policy is implemented in areas under their control. This includes day-to-day overseeing of safe operations as part of their normal managerial functions. They will ensure as far as practicably possible:

- They contribute to health and safety guidance, policies and working practices;
- All subordinates are aware of the EFS Health and Safety Policy, including awareness of established safe working methods and an understanding that they all have general duties to act safely;
- All operations are carried out under safe and healthy working conditions;
- All employees receive appropriate and adequate training to enable them to work safely, protecting themselves, their colleagues, Company property and others using Elstree Studios;
- Where a hazard or defect presents a risk to health or safety, they have the responsibility and authority to stop work and when within their control, institute remedial action;
- The prompt verbal and written reporting of any accident or near misses and any subsequent investigation in order to take proper preventative action and ensure as far as possible that the circumstances are not repeated;
- More serious accidents, such as those required by regulations to be reported to the Health and Safety Executive, that a report of the facts is compiled, and discussed with the Facilities Manager, Managing Director and appointed Health and Safety Consultants;
- Liaising with employees, reviewing any reports of hazards in order to ensure that corrective action is being taken;
- Adequate supervision is available at all times, particularly where young (under 18 years of age) or inexperienced workers are concerned, and that they are encouraged to act safely and have a general awareness of health and safety matters;
- Carry out health and safety inspections of their departments and responsibilities on a regular basis;
- Ensure that suitable and sufficient risk assessments, permits and method statements are carried out, understood and adhered to for any work activities with a significant risk to health or safety as necessary in areas under their control. Ensure where identified as appropriate personal protective equipment is provided that is suitable;
- Good standards of housekeeping and cleanliness in the areas under their control, including clear walkways, fire exits and escape routes;
- All persons under their control are aware of the correct action to be taken in the event of a fire and or emergency evacuation procedures.

### **Specific Managers**

- The Hospitality Manager is responsible for ensuring that health and safety, food hygiene and environmental management systems for the catering facilities are in place and maintained in accordance with legal requirements and good practice including test certificates.
- The Production Manager is responsible for bringing to the attention of any third parties and users of Elstree Studios any changes in Health and Safety Policy, practice or procedures relating to the Studios.
- The Finance Manager will ensure that due consideration is given to appropriate health and safety resource allocation in the preparation of budgets and management accounts and where applicable will assist in the procurement of appropriate and adequate insurances and other relevant provisions.

### **All Elstree Film Studios Ltd. Employees**

The law makes it a duty of everyone at work to take reasonable care for their own health and safety and that of others.

In particular, so far as is reasonably practicable this duty extends to:

- Co-operation with EFS. Managers and Supervisors to ensure that a safe and healthy workplace is maintained, following policies, procedures and risk assessments in order that statutory requirements can be complied with;
- Not misusing or interfering with anything provided in the interests of health and safety;
- Promptly reporting, verbally and in writing to Supervisors or Managers any hazardous situation, defect poor working practices, accidents and near misses (including any witnessed that are in relation to a third party);
- Using properly and safely, equipment necessary to protect against hazards to health and safety, as outlined in risk assessments as appropriate control measures;
- Making proper use of the washing facilities and eating and drinking facilities provided, to ensure high standards of personal hygiene;
- To apply knowledge gained from training and apply safe working practices as set out in risk assessment and to work within own competency ability, seeking advice from others with the relevant competence as required.

In addition disciplinary action may be taken for breaches of personal responsibility for Health and Safety. In the case of breaches of statutory requirements, individuals may be held personally liable under the law.

### **EFS Contractors**

Health and safety legislation and good practice requires contractors to co-operate with each other and with EFS in order that legislation can be adhered to and safe working practices applied.

EFS acknowledges its responsibility in relation to those who are not their employees, but who provide services or carry out works within the Studio premises.

EFS ensures that appointed contractors are responsible, providing competent services, submitting copies of individual Health and Safety Policies, Risk Assessments, and Method Statements to the Facilities Manager where appropriate:

All companies and individuals appointed by EFS should be suitably competent and work to appropriate standards

In particular, so far as is reasonably practicable, contractor duties extend to:

- Contractors shall ensure that their employees and persons under their control are aware of EFS Health and Safety Policy and that they understand that they all have general duties to act safely;
- Determine at the planning stage of contracts (as far as possible) safe methods of working, giving due consideration to health and safety, including plant and equipment, lighting, known fire hazards, fire precautions, allocation of responsibilities with sub-contractors or others and facilities for welfare and sanitation;
- Ensure any sequence(s) of operations is communicated to the relevant EFS Manager(s) and outline the potential hazards at each stage, indicating any precaution to be adopted;
- Ensure that working methods and precautions have been provided to EFS before work starts including management of a permit to work system where appropriate, and the notification of relevant parties of any planned work that may have health and safety implications.

EFS will maintain an approved contractors list where appropriate, incorporating those who have been formally assessed to ensure they have appropriate health and safety documentation and health and safety management systems in place.

### **Arrangements for Health and Safety**

In order to carry out its commitment to health and safety a number of policies have been developed.

Further guidance as required is provided to staff to accompany the policy. Constant review of guidance and procedures is carried out by relevant managers and Health and Safety Consultant(s) incorporating review of any changes to statutes or best practices.

Further literature and guidance can also be readily sourced from the Health & Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk)

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### **Abusive Behaviour**

All those present at the Studios are expected to conduct themselves appropriately, being courteous and civil to each other.

EFS does not want or expect their staff to tolerate abusive behaviour at work, and encourages them to report incidents.

EFS will develop a reporting system for incidents of abusive behavior towards their staff (this will include verbal abuse, written abuse, threats and actual violence). This will identify if there is a risk of staff being exposed to abusive behaviour, and appropriate action can then be taken e.g. provision of training for staff in dealing with difficult persons, and also action against persons who have been abusive where their identity is known. If it is found to be necessary a register of abusive persons will be established in accordance with data protection requirements.

Acts of violence will be reported in accordance with legislation, and those acts of abusive behaviour which are criminal will also be reported to the police.

### **Accident Policy, Investigation & Reporting**

EFS see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury or damaged to equipment the Facilities Manager or a person appointed by the Facilities Manager is responsible for recording a complete account of the incident in accordance with EFS guidance.

Where appropriate any accident will be investigated by the appropriate manager or Health and Safety Consultant(s), who will attempt to discover why the accident occurred and what action should be taken to avoid recurrence.

It is the policy of EFS to comply with legislation. The Health and Safety Consultant(s) is responsible for reporting cases of accident and disease to the relevant enforcing authority.

### **Asbestos Management**

EFS are responsible as per legislation for an Asbestos register, appropriate management, identification and when applicable, removal of relevant contaminated materials.

Asbestos surveys are available to those who wish to view it. Site risk assessments for activities within areas where asbestos is present will include relevant details; information will

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be provided to those carrying out any works where they could potentially come into contact with material.

### **Catering**

EFS provide catering at the Studios from three facilities that are available for use by employees and third parties. All are operated by appropriately trained personnel.

Activities are managed in accordance with appropriate practices and legislation, with particular attention to matters of environmental health.

### **Children and Young Workers**

Any children or young workers at the Studios should be supervised appropriately by those responsible for them being at the Studios, and in compliance with legislation. Third parties will be reminded that Elstree Studios is a workplace where the general risks around the Studios (e.g. traffic) are managed with adults in mind.

A young person is anyone below 18 year of age and above the minimum school leaving age. Anyone under this age is a child.

If a young person was permitted to work at studios for EFS then an appropriate risk assessment would be carried out in accordance with Health and Safety Executive guidance, and specifically addressing such issues as lack of experience, maturity and lack of awareness of hazards by providing appropriate information, training and supervision.

Prior to appointing a young person or work experience person for EFS, the responsible person should seek advice from the Health and Safety Consultant(s).

### **Construction Work**

EFS Management is committed to complying with the legislative requirements covering the construction related work undertaken at Elstree Studios.

The majority of the construction work is restricted to maintenance and as such is not likely to trigger a notification under legislation.

Construction work applies to the building, alterations or dismantling of any building or structure at Elstree Studios, such work to permanent structures would be under the control of Hertsmere Borough Council, and they would liaise with the EFS Facilities Manager regarding on-site management.

If a third party wishes to carry out any significant builds or set alterations, they must inform EFS Facilities Manager prior to commencing any such work. They will then be responsible for compliance with regulations and notification to the Health and Safety Executive where necessary for any such work.

### **Contractors**

All contractors used by EFS will be selected based upon their competence to carry out the work.

The Contractor must provide relevant risk assessments and where appropriate, method statements for the work being carried out.

The EFS Facilities Manager must be notified in advance of all contracted work to be carried out at the Studios. Certain activities will be subject to a permit to work system.

### **COSHH - Control of Substances Hazardous to Health Arrangements**

EFS Management is committed to complying with the legislative requirements and will put in place relevant control measures with regard to hazardous substances. Compliance also works towards ensuring so far as reasonably practicable, protection of employees and third parties health and safety from any substances, e.g. dusts, gases, vapours, bacteria, viruses, etc. that they may be exposed to during the course of their work or as a result of activities carried out by EFS.

A register of all hazardous substances used will be kept, with appropriate safety data sheets and COSHH risk assessments for their use, which will also consider emergency, and first aid arrangements and safe disposal. Wherever possible, hazardous substances will not be used or substituted with less harmful substances. Suitable and secure storage will be made available as required.

The risk assessment will identify any requirements for monitoring of exposure to hazardous substances, health surveillance or vaccination requirements.

EFS employees who are required to use hazardous substances or who are potentially exposed to biological hazards will be provided with suitable information and training.

Any incident of a spill, injury or ill-health resulting from exposure to hazardous substances will be reported and appropriate and timely action taken to prevent a reoccurrence.

Prior to the purchase of a new hazardous substance, not already risk assessed, the Health and Safety Consultant(s) should be consulted.

EFS is not responsible for hazardous substances brought to the Studios by third parties who are responsible for their own risk assessment, and should inform EFS if there is any risk to other users of the Studios.

#### **Local Exhaust ventilation**

Where use of substances emits noxious or harmful dusts, vapours, fumes etc. requiring use of a Local Exhaust Ventilation (LEV) this will be fitted correctly by a competent person and maintained in accordance with legislation.

### **Display Screen Equipment (DSE)**

EFS will in compliance with appropriate legislation ensure that all employees who use a computer receives a DSE assessment, instruction and guidance on the correct set up of their workstation and the associated risks and suitable control measures.

DSE assessments will be reviewed if a person moves to a different desk; if there are changes to their furniture or DSE or if new software is introduced. If a person has not had their assessment reviewed for one of these reasons then an assessment will be carried out every two years.

All those employees that use DSE at work will be entitled to an eyesight test that will be paid for by EFS. If a member of staff as a result requires glasses specifically for DSE use then a

suitable contribution towards the cost of these will be paid by EFS (equivalent to the cost of basic glasses).

All work equipment purchased for use with DSE will be suitable and in compliance with legislation.

### **Drugs and Alcohol**

No EFS employee or contractor should be under the influence of Alcohol or drugs whilst on duty or carrying out activities at Elstree Studios. In the event that any person is suspected as being under the influence of alcohol or drugs, they will be subject to disciplinary action.

### **Electrical Arrangements**

EFS Management are committed to complying with legislative requirements relating to the management of electrical supplies, equipment and associated maintenance.

There are both 3 and single phase electrical supplies at Elstree Studios. The need for power distribution and supply is split between fixed and temporary supplies predominantly required by third party users of EFS. It is the policy of EFS Management to ensure that all work on fixed, temporary, high and low voltage systems is carried out in a safe manner by competent persons.

All employees responsible for electrical equipment and installations should be fully aware of the correct uses. Recognition of faults and how to report is essential.

Portable Appliance Testing of relevant studio equipment and periodic testing of fixed systems is carried out in accordance with statutory requirements and good working practices.

### **Emergency Procedures**

EFS will make available to all, copies of Fire Risk Assessments.

EFS wish to instill a positive awareness of fire safety in order to minimise the risk of fire in all areas of EFS and to protect the lives of all employees and third parties at the premises. In doing this EFS will endeavour to maintain a tidy Studios and manage all fire hazards as far as is reasonable practicable to do so.

Any activity that affects the fire or emergency risk to the premises must be notified to the Facilities Manager.

EFS will carry out evacuation drills of the Studios on an annual basis, and more frequently as deemed necessary.

Emergency evacuation procedures and plans showing assembly points will be displayed throughout Elstree Studios. Information will also be provided to third parties.

### **Explosives, Ammunition, Pyrotechnics**

Where there is a requirement for the use of explosives, smoke, ammunition or pyrotechnic effects, third parties will be responsible for compliance with relevant legislation. In addition, they will be responsible for any additional emergency control measures that are required.

The use of special effects and pyrotechnics may also be subject to other conditions where there is a Public Entertainments License, in which case the third party is again responsible for compliance.

### **First Aid**

Each employer is responsible for suitable first aid provisions for themselves and their employees. A first aid risk assessment has been carried out to identify the requirements for trained first aid staff and the facilities required for EFS employees.

Information on first aiders is displayed at the main security office on entering the Studios, in the White House Café, the kitchen, bar and Elstree Film Studios Office.

First aiders are responsible for routine checks of first aid equipment to ensure that they are kept fully stocked and with items not passing their expiry dates.

### **Legionella Management**

EFS in accordance with legislation, has in place appropriate risk assessments for good practice to perform testing and treatment of the air and water systems at the Studios where necessary.

Such tests or treatment work required will be carried out as priority work.

### **Manual Handling, Lifting & Moving Operations**

It is the policy of EFS to comply with all relevant legislation relating to manual handling and operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned.

Lifting and moving of objects must be done by mechanical devices rather than by manual effort wherever reasonably practicable. The equipment used must be appropriate for the lifting or moving task.

Lifting and moving devices must be operated only by personnel trained and authorised to operate them.

### **New and Expectant Mothers**

A new and expectant mother is someone who is pregnant, has given birth within the last six months (including a still born child after 24 weeks) or is currently breastfeeding.

Once notified in writing by a new or expectant mother of this fact, EFS will conduct an appropriate risk assessment in liaison with the Health and Safety Consultant(s). The risk assessment will also identify suitable rest facilities that can be used if required.

EFS recognises that for a new or expectant mother, it may have to temporarily adjust the working conditions and/or hours of work, if reasonable to do so or offer suitable alternative work if any is available. If however, there are no option available to protect the mother and child, then suspension from work may be necessary in accordance with relevant employment law, EFS policy on maternity leave and without discrimination.

### **Personal Protective Equipment (PPE)**

It is the policy of EFS to comply with relevant legislation. All relevant activities will be risk assessed accordingly and EFS will provide PPE where appropriate and will be maintained in good working order.

Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided.

### **Risk Assessments**

EFS will carry out risk assessments for those activities carried out by their employees, the workspaces occupied by their employees, in addition to a site risk assessment, first aid risk assessment and fire risk assessments as detailed within the appropriate policies.

Risk assessments will provide employees and others who may be affected by EFS, information on the hazards and risk they may be exposed to and the controls measures that have been put in place to eliminate or reduce.

Risk assessments should be written and contributed to, by a minimum of two people, being the person involved in an activity or place and the manager. Where appropriate additional input should be sought from a Health and Safety Consultant(s), or appropriate competent person.

Risk assessments should be reviewed periodically. This could be annually, or every 2 years, depending on the hazards and risks associated with the activity or place. In addition to a periodic review, risk assessments should be reviewed when there is a change in personnel, work equipment, in light of an incident or new knowledge. Planned review dates should be detailed in the risk assessment.

The risk assessment must identify any hazards or risks, assess the degree of risk, identify those exposed and set out control measures following the appropriate hierarchy to eliminate first where possible. A final assessment of the control measures should be carried out to ensure that these are effective in reducing the risk.

#### **Risk Assessment Policy for Third Parties at Elstree Studios**

Every third party is responsible for compliance with health and safety regulations and legislation to ensure that they have suitable and sufficient risk assessments for their own undertakings at the Studios.

EFS may request at anytime to see a copy of a risk assessment for an activity being carried out at the Studios. Any activities carried out that could potentially affect the health and safety of other studio users must be notified to the EFS Facilities Manager and a copy of the appropriate risk assessment provided.

Failure to supply a risk assessment upon request or if that risk assessment is thought to be in-adequate and the activities being carried out therefore pose a risk to health and/or safety of other users could result in the activity being stopped.

EFS has the authority and responsibility to stop any activity being carried out, by any person or company if it is considered that the activity has been unsatisfactorily risk assessed and / or could harm any third party; failure to cooperate with EFS could result in the enforcing authorities being notified of any perceived breaches of health and safety law.

### Studio Site Risk Assessment

All areas must be kept clean and orderly as good practice within working environments. Aisles and passageways must be kept clear of debris, floor storage and electrical cables. Any combustible scrap, waste and debris must be stored safely and removed promptly.

Floor surfaces must be kept dry or appropriate steps taken to ensure the surfaces are slip resistant and spillages must be cleaned up immediately.

### **Smoking**

EFS intend to comply fully with the provisions of legislation requiring that all workplaces, including vehicles, shall be smoke free.

Smoking is not permitted in any building, enclosed walkway or space more than fifty percent enclosed at the Studios. All are expected to comply with no smoking signs. No smoking signs have been erected as appropriate. With regard to windows and doorways, smoking is not permitted in close proximity (e.g. within 1.5 metres) as the smoke can carry into the building.

Exposure to second hand smoke (passive smoking) is known to have adverse effects on a person's health and can kill. There is no evidence of a safe level of exposure and therefore exposure must be avoided as much as possible. Individuals' cooperation is required in order that the law and policy can be fulfilled. An individual can be liable to a fixed penalty for failure to comply with the law.

Careless disposal of smoking materials is one of the main causes of fire. Ashtrays are provided in numerous locations outside of buildings around the Studios, and should be used.

Where smoking takes place as part of a performance it is the production company's responsibility to ensure that they comply with the law.

### **Stress Management**

EFS are committed to the prevention and management of stress in the workplace. In order to prevent stress staff are asked and encouraged to report any incidents or times when they feel that they are under significant pressure at work that could lead to stress. Staff will also be supplied with guidance to assist them in recognizing the signs and symptoms of stress and what individuals can do to help themselves. Training will also be made available.

Where stress has been identified as a workplace hazard then a suitable risk assessment will be carried out with a view to eliminating where possible and managing the risk. This will be done in accordance with the Health and Safety Executive guidance.

### **Transport Policy**

EFS Management is committed to complying with the legislative requirements covering workplace transport including regulations where applicable to workplace vehicles.

Designated parking and pedestrian areas at the Studios must be adhered to. Please note there are not fixed pedestrian walkways and pavements in all areas. Additional road and walkway markings are constantly reviewed to manage the safe movement of vehicles and pedestrians within the Studios.

All vehicles and drivers at the Studios must adhere to the Studios' 10mph speed limit and comply with road traffic regulations (e.g. condition of vehicles, licenses, drug and alcohol limits, insurance, use of mobile phones and hand-held communication devices).

### **Visitors & Crowds**

Visitor arrangements must be established, recorded and communicated to all relevant staff and contractors.

All young visitors must be accompanied at all times by an adult and accessible areas must be established by the guide prior to the visit.

EFS follow the principles outlined in relevant guidance and proper practice with regards to the provision of satisfactory arrangements for large crowds.

### **Work at Height**

EFS policy is that no work at height will be carried out without a suitable comprehensive risk assessment. Staff will only be permitted to work at height once they have received appropriate training for working at height and in the use of any relevant safety equipment. All equipment will be maintained and inspected in accordance with the requirements of legislation and best practice.

The Health and Safety Executive broad definition for working at height is

*"...work at height means work in any place where, if precautions were not taken, a person could fall down and injure themselves. If you work above ground level; could fall from an edge, through an opening or fragile surface; or could fall from ground level into an opening in a floor or hole in the ground; you will be working at height, because you can fall from one level to another."*

Work at height includes any work using access equipment, e.g. ladders, stepladders, scaffolds, cherry pickers or working on a roof or piece of plant or equipment that you could fall from, and working near any open holes or edges at ground level.

### **Work Equipment**

EFS will comply with relevant legislation regarding work equipment, including in relation to purchasing of suitable equipment, maintenance, statutory inspections and provision of training and information to employees in the correct and safe use.

All employees are responsible for ensuring that all tools used are in a good condition. Faulty or improperly used tools are a safety hazard. Any tools which are defective or worn out should be reconditioned or replaced, by a nominated competent person.

Third parties who bring to the Studios and use equipment or vehicles are expected to comply with relevant legislation. Where a license is required for driving and operating of equipment, only those in possession of a valid license will be authorised to use such equipment.