

Health and Safety Policy for FILM Suffolk CIC

Policy Title: Health and Safety Policy

Policy Statement: FILM Suffolk CIC is committed to providing a safe and healthy environment for all participants, including staff, volunteers, contractors, and performers, during our film production activities. This policy outlines our commitment to health and safety and the procedures we will follow to ensure the wellbeing of everyone involved.

Scope: This policy applies to all staff, volunteers, and contractors involved in FILM Suffolk CIC film production activities, including directors, producers, crew members, and performers.

Policy Objectives:

1. To ensure the health and safety of all participants in FILM Suffolk CIC activities.
2. To provide clear guidelines and procedures for maintaining a safe working environment.
3. To promote a culture of health and safety awareness and responsibility within the organisation.

Key Principles:

1. **Duty of Care:** FILM Suffolk CIC has a legal and moral obligation to protect the health and safety of all participants.
2. **Prevention:** Preventing accidents and incidents through proactive health and safety measures.
3. **Compliance:** Adhering to all relevant health and safety legislation and industry standards.
4. **Continuous Improvement:** Regularly reviewing and improving health and safety practices.

Procedures:

1. Risk Assessment:

- Conducting thorough risk assessments for all production activities and locations.
- Identifying potential hazards and implementing measures to mitigate risks.
- Ensuring risk assessments are documented and reviewed regularly.

2. Training:

- Providing health and safety training for all staff, volunteers, and contractors.
- Ensuring participants are aware of health and safety procedures and their responsibilities.
- Offering specialised training for specific roles, such as first aid or fire safety.

3. Emergency Procedures:

- Establishing clear emergency procedures for all production locations.
- Ensuring all locations have access to first aid kits and fire extinguishers.

4. Equipment and Machinery:

- Ensuring all equipment and machinery are properly maintained and regularly inspected.
- Providing training on the safe use of equipment and machinery.
- Implementing safety measures, such as guards and protective gear, where necessary.

5. Incident Reporting:

- Establishing a clear process for reporting and recording accidents, incidents, and near-misses.
- Investigating incidents to identify root causes and prevent recurrence.
- Ensuring all incidents are documented and reported to relevant authorities when required.

6. Health and Wellbeing:

- Promoting a healthy work-life balance for all participants.
- Ensuring crew and cast are working reasonable hours on set.
- Providing support for mental health and wellbeing.
- Encouraging open communication about health and safety concerns.

7. Monitoring and Review:

- Regularly monitoring health and safety practices to ensure compliance and effectiveness.
- Reviewing and updating the health and safety policy annually or in response to significant changes.
- Seeking feedback from participants to inform improvements in health and safety practices.

Roles and Responsibilities:

1. Management:

- Ensuring the implementation and compliance with the health and safety policy.
- Providing resources and support for health and safety initiatives.
- Reviewing health and safety performance regularly.

2. Designated Health and Safety Officer:

- Conducting risk assessments and ensuring compliance with health and safety procedures.
- Providing training and support to participants.
- Investigating incidents and implementing corrective actions.

3. Staff, Volunteers, and Contractors:

- Complying with health and safety procedures and guidelines.
- Reporting any hazards, incidents, or concerns to the designated health and safety officer.
- Participating in health and safety training and drills.

Contact Information:

- **Designated Health and Safety Officer:** Julien Mery
- **Emergency Services:** 999

Policy Approval: This policy has been approved by the FILM Suffolk CIC Board of Directors and is effective from 01/05/2024.

Signed:

On 1st May 2024

A handwritten signature in black ink, appearing to read 'J Mery', is shown on a light background.

Julien Mery

Managing Director

FILM Suffolk CIC