

UKfilmNet Health and Safety Organisation and Responsibilities

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1. Introduction

It is the Policy of UKfilmNet to comply with the legal obligations outlined in the Health & Safety at Work etc. Act 1974, the Management of Health & Safety at Work Regulations 1999 and other relevant statutory provisions by ensuring:

- The provision of a safe and healthy working environment with adequate facilities and arrangements for welfare and access to medical advice where needed.
- Physical equipment and structures are designed and maintained to be intrinsically safe and without risks, including the means for accessing the workplace and exiting from it.
- Information, instruction, supervision and training are provided wherever needed to ensure safety, wherever necessary, by competent personnel. Prescribed information will also be supplied to non-employees or volunteers about any work and or environmental condition that might affect their health and safety.
- Procedures are drawn up as required for the safe use of equipment including the provision and use of protective clothing and equipment where necessary, safe systems of work, and the safe use, handling & storage of materials.
- Training is provided as necessary for employees or volunteers and those appointed as safety representatives.
- Arrangements are put in place for the periodic inspection of work places and methods of working and the monitoring of any corrective action necessary.
- Sufficient time and other resources are given to employees or volunteers with health and safety duties to allow them to discharge these duties effectively.

2. Health, Safety & Wellbeing Management

UKfilmNet manages its health and safety responsibilities in the same way as other management tasks i.e. through clear delegation to all those who hold a line management or supervisory position.

Managers and Supervisors are responsible for the implementation of the Health and Safety Policy ('the Policy') within their realm of responsibility i.e. to the extent that they have control or influence over persons or activities they will also have responsibilities to play their full part in protecting anyone who may foreseeably be harmed. They should also liaise closely with each other to ensure all duties have been clearly assigned. By specifying these responsibilities, UKfilmNet is following the Approved Code of Practice to Regulation 5 of the Management of Health and Safety at Work Regulations 1999 and to the advice given in HSE Guidance document [Managing for Health and Safety](#).

3. Documentation

It is the policy of UKfilmNet to encourage all stakeholders to develop specific health & safety structures and procedures that relate to their particular activities and these should be cross-referenced, where applicable, to the Policy. The procedures should be written down and publicised within the relevant areas and all affected staff, students and others, made aware of their responsibilities in terms of health, safety & wellbeing.

4. Competent Persons

In order to comply with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, UKfilmNet has appointed 'Competent Persons' to assist it in undertaking its statutory duties under health and safety law.

Competency is not defined in legislation but it is considered to be the result of a combination of qualifications, skills, knowledge and experience. There will be a variety of competent persons within UKfilmNet at any one time depending on the task e.g. for potentially dangerous machines, each person who operates or supervises the use of the machinery will be trained so as to be competent.

5. Health and Safety Responsibilities

In addition to the general responsibilities specified in sections 1-4 above, UKfilmNet has identified and delegated specific responsibilities as follows:

UKfilmNet Leadership team	UKfilmNet Leadership team will keep a watching brief over UKfilmNet's health and safety performance and will be informed on this matter at all times. The Leadership team has also nominated one of their number to specifically 'champion' and oversee health, safety & wellbeing, and will keep themselves up-to-date on progress towards achievement of UKfilmNet's Health and Safety objectives.
	The Leadership team keeps the Policy under review, ensures that the Policy is being implemented and that adequate resources are made available.
Director	The Director of UKfilmNet has overall responsibility to ensure that UKfilmNet complies with its obligations under health and safety legislation.
	The Directors and (where applicable any Trustees) will ensure that this function is being addressed primarily through the delegation of health and safety duties and the monitoring of performance through reports.
The Nominated Senior Person with specific delegated responsibility for oversight of the H&S arrangements	Although the Director(s) of UKfilmNet have final accountability for the implementation of this policy, where needed UKfilmNet will have a Nominated Senior Person from within the leadership team to take on responsibility for the oversight of their health, safety and wellbeing arrangements.
First Aiders	First Aiders on any filming or production within UKfilmNet have been identified and trained to ensure that there is sufficient cover should the need arise.

The Fire Officer

The Fire Officer on any filming or production is responsible for ensuring the effectiveness of fire safety measures throughout UKfilmNet and for ensuring compliance with all appropriate legislation. This includes the development of relevant policies, emergency (including evacuation) plans, and guidance, fire risk assessments, fire safety training, investigation of fire related incidents, inspection and maintenance of equipment and fire safety audits.

6. Health and Safety Responsibilities – All Managers and Supervisors

Employees or volunteers in a position of responsibility for others are responsible for:

Risk assessments

Attending risk assessment training, conducting or coordinating risk assessments, and ensuring that all those who may be affected are advised of relevant findings and risk reduction strategies.

Monitoring, reviewing and revising risk assessments as and when necessary.

Safety behaviour

Demonstrating personal concern for health and safety at work through example and commitment, and encouraging those that they manage or supervise to do the same.

Safety equipment

Ensuring that all necessary safety equipment is available, adequate, properly maintained, tested and used as specified (including Personal Protective Equipment).

Consultation with staff

Consulting with staff on health and safety matters in order to resolve local issues and referring strategic items to the attention of the Leadership team.

Information, Instruction, Training & Supervision

Ensuring that all employees or volunteers that they manage or supervise are provided with sufficient information, instruction, training and supervision, and in particular are made aware of any foreseeable hazards connected with their work.

Accident & Incident Response

Ensuring that UKfilmNet's accident/incident reporting procedure is adhered to.

Carrying out initial investigation of accidents/incidents in their areas of responsibility and reporting relevant incidents.

7. Health and Safety Responsibilities – All full time Staff

All full-time staff and volunteers acting on behalf of UKfilmNet are responsible for the implementation of the Policy within their realm of responsibility.

To the extent that a member of staff has control over persons or activities they also have responsibilities to protect anyone from foreseeable harm.

Members of staff in positions of responsibility for others (e.g. teaching, leading, instructing or supervising) are responsible for:

Policy implementation & discipline	Ensuring that UKfilmNet's rules and procedures are adhered to and, where necessary instigating disciplinary procedures against any employee or student who wilfully disregards these.
Risk assessments	Attending risk assessment training, ensuring risk assessments are conducted where appropriate (e.g. for fieldtrips, work in laboratories/workshops etc.) and all those who may be affected are advised of relevant findings and risk reduction and or control strategies.
Safety behaviour	Demonstrating personal concern for health and safety at work through example and commitment, and encouraging those that they supervise to do the same.
Safety equipment	Checking that all necessary safety equipment (including personal protective equipment) is available, adequate, properly maintained and used as specified.
Information, Instruction, Training & Supervision	Providing employees or volunteers and students that they supervise with sufficient information, instruction, training and supervision, and in particular make them aware of any foreseeable hazards connected with their work.
Accident & Incident Response	Complying with UKfilmNet's accident/incident reporting procedure and instigating investigation of accidents which occur within their areas of responsibility.
Monitoring progress	Reporting hazards and risks which are outside of their power to control to the nominated person(s) within UKfilmNet

8. Health and Safety Responsibilities – All Employees or volunteers

Every employee or volunteer working for UKfilmNet has health and safety responsibilities under Statutory and Civil law as well as in their contract of work. It is the legal duty of all employees or volunteers to co-operate in implementing this policy by:

Co-operation	Cooperating with UKfilmNet's Health and Safety systems by contributing as necessary to the formulation of risk assessments and other safety documents.
	Working with other employees or volunteers towards the implementation of all health & safety related policies.
Safety	Acting with due care for the health, safety and wellbeing of themselves and

behaviour	<p>others.</p> <hr/> <p>Not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare.</p>
Safety equipment	<p>Making proper use of protective clothing and safety equipment provided (and in accordance with any training or instruction provided by UKfilmNet).</p> <hr/> <p>Reporting any loss or obvious defect in such equipment and taking reasonable care of it.</p>
Following information, instructions & training given	<p>Complying with health, safety & wellbeing information given as well as with any explicit instructions issued for safe working and the safety of the public e.g. by following safe systems of work.</p> <hr/> <p>Making full and proper use of everything provided in accordance with any training given.</p> <hr/> <p>Not operating work equipment unless they have authorisation to do so.</p>
Accident and Incident Response	<p>Making sure that an appropriate and accurate record is made on UKfilmNet's Accident/Incident Report system following any accident or near-miss which has (or could have) led to injury or ill-health.</p> <hr/> <p>Co-operating with any investigation which may be undertaken with the object of preventing accidents or near-misses and their recurrence.</p>
Reporting concerns	<p>Informing their manager(s) and or appropriate of any shortcomings in respect of the protection arrangements for health and safety and anything that could be considered as representing a serious or immediate danger to health and safety.</p> <hr/> <p>Reporting to their manager, supervisor and or appropriate person, any defects in equipment, structures or safety procedures which they are aware of and any incidents which have led or might have led to injury or damage.</p>

9. Health and Safety Responsibilities – Young people

While students are not employees or volunteers and therefore have no statutory duties under section 7 of the Health and Safety at Work etc. Act 1974, there is a duty under section 8 which states “no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare”.

To facilitate this requirement, young people are under a contract of service with UKfilmNet for the provision of services and this agreement must be fully aligned to UKfilmNet Rules.

Co-operation	Cooperate with all of UKfilmNet’s employees or volunteers and contractors and follow instructions given of a health and safety nature.
Safety behaviour	Act in a reasonable manner so as to avoid causing harm to others. Consider safety in all of their activities and not recklessly endanger any other students or members of staff or the public.
Reporting concerns	Inform a member of staff (e.g. Lecturer, Tutor, Supervisor) if they become aware of any hazard, hazardous situation, potentially contagious medical condition, or wellbeing concerns that they have not been trained to deal with, so that appropriate action can be taken.
