

Staff Induction

The Production takes the health and safety of our staff is important. The following requirements are designed to ensure that no crew member is placed at risk of injury or illness during their employment with the production at any studio or location that is used. You are required to read, understand and follow the requirements at all times whilst working for the production.

GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY

- All crew members must report promptly to the relevant Head of Department or production H&S department any hazardous situation or defect.
- All crew members must cooperate with the H&S policies. The Line Producer and relevant Head of Department are to ensure that a safe and healthy workplace and working procedures are maintained.
- All crew members have the duty to use properly any safety equipment necessary to protect against hazards to health and safety and to follow any instructions and training they have been given.
- You are reminded that smoking is not permitted anywhere on set. There are designated smoking areas.
- First aid kits are available and are clearly marked. Production medic will be onsite and can be contacted.
- In the event of a **life-threatening emergency (Fire, Police or Ambulance)**, dial **999**.
- All accident or illness requiring treatment, or near miss must be reported as soon as practicable to the Health and Safety department so they can assist you.
- **Hi-Viz must** be worn in around moving vehicles, in workshops and on stages as per CDM regulations.
- If required to use plant/machinery as part of your role, please ensure that training certificates / cards are presented to your HOD or Supervisor and in date.
- You are expected to act in a responsible manner at all times and not place yourself or those around you in danger by your acts and or omissions.
- H&S walk rounds will be completed weekly with the UPM and these are a good opportunity to report any issues.

FIRE SAFETY

- Fire exits are clearly marked throughout the offices and stages. Please familiar yourself with the emergency evacuation routes.
- If the evacuation alarm sounds or you are requested to evacuate the building, you are to follow all reasonable instructions and leave the building by the nearest safe exit and proceed to the Assembly Point and wait there until further instructions are given.
- Please refer to the map showing all fire exits and escape routes. These are displayed at multiple locations around site.
- Smoking is only allowed in designated areas.

Signature: _____

Name: _____

Dept: _____

Date: _____