

Health and Safety Policy

Policy Statement

This policy is designed to implement all commitments made and legal obligations in this critical area.

Given the nature of the Company's operations across different industries we face a number of risks which may arise from:

- ✓ General issues (e.g. risks from road traffic)
- ✓ Matters specific to our operations (e.g. risk of assaults to Door staff from drunken customers)
- ✓ Matters arising from the operations of our clients (e.g. falling tools on building sites or loud noise at concerts)

It should be noted that TCMC Crowded Space's responsibilities, may go beyond its own staff to:

- ✓ Client's employees and customers
- ✓ Members of the public whom we come into contact with
- ✓ Those affected by our operations and staff's actions or inactions

At every stage of our operations our aim is to:

- ✓ Understand the risks
- ✓ Eliminate them where possible
- ✓ Control them where this is impossible through Method Statements / Safety Systems of Work that define how tasks will be executed to protect staff and others

It is impossible to encompass all these risks in one document. Instead this document sets out the framework we will use for the management of health and safety. This will be supplemented by risk assessments at each site where we operate and control measures to minimise risk and help staff work safely. It will also help define responsibilities for managing Health and Safety and ensuring that staff have available appropriate training and equipment

Legislation

In each jurisdiction where we operate to fully comply with all relevant local legislation.

In the United Kingdom we are primarily guided by the Health and Safety at Work Act 1974 and associated legislation for specialist risks, such as RIDDOR or LOLER etc.

Responsibilities

Overall and final responsibility for Health and Safety (H&S) is that of the Company Director

Day-to-day responsibilities for ensuring this policy is put into practice is delegated to the Safety Officer in attendance, or either the Manager, Supervisor or Lead TMO depending on which is present.

To ensure health and safety standards are maintained/improved a Safety Officer will be nominated for each project.

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All our personnel, staff, contract employees, and volunteers have to:

- co-operate with the our Safety Officers, Managers and Supervisors on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and report all health and safety concerns to an appropriate person.

Consultation with personnel, employees and volunteers

Consultation on H&S with our employees is undertaken by the Senior Management Team, led by the Managing Director.

All Volunteers must take reasonable care of themselves and all others who may be affected by their acts and omissions, and to comply with all policies and arrangements for safe working to enable to TCMC Crowded Space Ltd to discharge its legal duties with regard to health and safety.

Risk Assessments

Risk Assessments will be undertaken for all activities. The findings of the risk assessments relating to each event / project will be reported to the responsible Manager.

Actions required to remove/control risks will be approved by the Safety Officer who will be responsible for ensuring these are implemented and will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed for event individual event or when the work activity changes, whichever is soonest.

Safe Plant and Equipment

As most equipment is owned by the individual operating it, it will be his or her responsible for identifying all equipment/plant needing maintenance. This includes any hired equipment.

The Supervisor or lead TMO will check that new plant and equipment meets health and safety standards before it is hired. All results of such checks will be documented and filed.

All employees, members and volunteers must not interfere with, or misuse anything, any objects, structures or systems of work, provided by the company in the interests of health and safety.

Safe Handling and use of Substances

- The Directors are responsible for identifying all substances which need a Control of Substances Hazardous to Health (COSHH) Assessment in conjunction with the Safety Officer.
- The Directors will be responsible for ensuring all actions identified in the assessments are implemented.
- The Directors will be responsible for ensuring all relevant personnel and volunteers are informed about the COSHH assessments.
- A check will be made that new substances can be used safely before they are purchased.
- Assessments will be reviewed at each shoot location or when the work activity changes, whichever is soonest.

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Information, Instruction and Supervision

- All personnel, members, subcontractors and volunteers and all other people significantly affected by our work are given a copy of this Health and Safety Policy.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Supervisor or lead TMO, depending on who is present at the event/project.
- The Supervisor or lead TMO for ensuring that volunteers working at locations under the control of other volunteers are given relevant health and safety information.

Consequences of Non-compliance

Health and safety management should provide a very positive contribution to the overall efficient and effective management of the filming work undertaken by the company. Non-compliance with this policy will therefore be viewed as a serious matter, ultimately subject to disciplinary procedures resulting in volunteers being excluded from any ongoing project.

Accidents, First Aid and Work-related Ill Health

- A first aid box will be kept at each location.
- The appointed person(s)/first aider will vary from location to location, but it will be the responsibility of the Supervisor or lead TMO to ensure that a suitable person is appointed for each event/project
- The location of the nearest hospital will be identified prior to the commencement of the work commencing.
- All accidents and cases of ill health are to be recorded in the accident book. The book is kept by the Supervisor or lead TMO.
- The Directors are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (Health and Safety Executive (HSE) or your local authority depending upon where you are filming).

Monitoring

To check our filming conditions, and ensure our safe working practices are being followed, we will review each day's shooting and the Safety Officer is responsible for investigating accidents. This is then reported to the Production Manager.

Directors are responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation

Normal access for the emergency services should be maintained at all times, with all escape routes are checked in each work site prior to work taking place. Emergency evacuation will be tested at each work site for all our employees.

Designated Fire Exits must be kept free of obstructions at all times during the course of work.

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The concealment of smoke sensors, call points and fire alarm panels and/or exit and emergency exit buttons shall not be permitted unless a specific risk assessment has taken place with control measures in place and agreed with the Safety Officer.