



Health & Safety Policy Statement

The statement of my Health & Safety Policy is:

- To provide adequate control of the health and safety risks arising from my work activities while filming.
- To consult with all other self-employed persons, contractors and members of production teams on matters affecting their and my health & safety.
 - To provide and maintain safe equipment.
- To ensure safe handling and use of substances when necessary.
- To provide, if required, information instruction and supervision for myself & all other self-employed persons who work with me.
- To ensure all self-employed persons & contractors employed by Guy Littlemore are competent to do their tasks.
 - To prevent accidents and cases of work related ill health.
 - To maintain safe & healthy working conditions.
- To review and revise this policy as necessary at regular intervals.

J. G Littlemore.

Dated: 1st March 2007

Review date: 1st March 2008

1 The Old Inn, Kingsweston Road, Bristol BS11 0UW
Tel: 01179626811 Mobile 07831614499

Statement of Work

The Health and Safety at Work Act 1974 places duties on employers, employees and the self-employed to ensure, as far as is reasonably practicable, the safety of people involved in work activities and those who may be affected by work activities. The Management of Health & Safety at Work regulations 1992 requires employers and the self-employed to assess the risks arising from work activities in order to identify the measures which need to be taken to comply with the relevant health and safety legislation, eliminating risks where possible and controlling which remain.

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When contracted as an employee for his service as a freelance camera operator, Guy Littlemore will, while “at work” for the employer, carry out the duties of a cameraman as defined or instructed in the contract and co-operate with the employer, so far as necessary, to enable his duties to be carried out. The contract may be express or implied, and if express may be oral or in writing. Guy Littlemore will as a camera operator recognise, or accept, a chain of responsibility, and take all reasonable care for the health & safety of himself and of other persons who may be affected by what he does, or fail to do, while at work.

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As a self-employed lighting cameraman Guy Littlemore’s duties are to provide programme makers with a broad range of skills in camera work and lighting facilities, while filming on location. He may have responsibility for supplying camera and lighting equipment, as well as contracting out the services of sound engineers with equipment, electrician’s with/without lighting facilities and camera assistants. Guidance of other members of the crew, in the planning and the allocation of resources is often required when working together as a team. It is the duty of Guy Littlemore and that of every individual to assess and control risks at source. Establishing safe and wise working practices helps to build cohesive teamwork.

Guy Littlemore has been a cameraman in the television industry for the last twenty five years and has acquired a competent level of knowledge and understanding of the changing working environments of filming. He has a NEBOSH National General Certificate in Occupational Health & Safety, as well as a NVQ X3 unit in “Conducting an assessment of risks in the workplace”, to demonstrate my knowledge and understanding of health & safety issues. Guy Littlemore is presently studying for a NEBOSH Diploma in Occupational Health & Safety.

Responsibilities

Final, as well as day-to-day responsibility for ensuring this policy is put into practice is the responsibility of

Guy Littlemore.

As part of that duty of care, Guy Littlemore is to ensure health and safety standards are maintained, or improved for himself & all self-employed persons & contractors whom he employs.

All self-employed persons & contractors whom he employs must:-

- _ co-operate with Guy Littlemore and all members of the production team 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 Guy Littlemore and / or an appropriate person within production team.**

Guy Littlemore will not knowingly do anything that will cause harm to himself or any-one else.

Health and safety risks arising from our work activities.

The Producer of the production is responsible for safety on all programmes. It is expected that the client/producer/director has carried out an initial plan for the filming of a sequence or shoot and all significant hazards and risks have been considered and documented. Clear guidance and information on all health and safety matters must be passed on to camera crews from production departments, in good time, to enable precautionary measures to be adopted. Co-operation between members of the team is required to eliminate risks where possible and enable them to comply with statutory provisions.

Risk assessments may be undertaken by Guy Littlemore, if the programme producer has not completed their own programme risk assessment.

The findings of any risk assessments will be reported to all members of the camera crews, production team, artists and any other person that it is felt should be made aware of the risks of the filming. This is normally done by attaching the risk assessment to any call sheet / schedule for the filming.

Guy Littlemore may be required to ensure the actions required are implemented, he will check so far as reasonably practicable that the implemented actions have removed, or have reduced the risks established in the risk assessment.

Assessments will be reviewed when the work activity changes.

Safe equipment.

Guy Littlemore **will be responsible for identifying all equipment needing maintenance and will be responsible for ensuring effective maintenance procedures are drawn up and implemented, on all filming equipment he owns or hires.**

Guy Littlemore **shall ensure all portable mains equipment is regularly “pat” tested. Last tested on: 12th October 2006 by C Jenkins of Ideal Handling Ltd.**

Any problems found with equipment should be reported to Guy Littlemore.

Safe handling & use of substances.

No hazardous substances or materials should be brought on to a location or filming site unless a COSHH assessment has been carried out by an approved COSHH assessor.

Guy Littlemore **may be required to identify substances which need a COSHH assessment. He may also be responsible for ensuring that all relevant employees or contactors are informed about the COSHH assessments.**

Assessments will be reviewed when the work activity changes.

Information, instruction and supervision.

Health and safety advice is available from Guy Littlemore.

Supervision of young workers / trainees will be arranged / undertaken /
monitored by
Guy Littlemore

Guy Littlemore is responsible for ensuring that all employees or
contractors employed by him, given relevant health and safety
information, and they are competent to carry out the tasks that are
expected of them.

To be competent a person must have suitable & sufficient training,
knowledge, experience and have an awareness of their own limitations.

Training records are kept at :

1 The Old Inn, Kingsweston Road, Bristol BS11 0UW

Further information on Health & Safety matters can be found from the
following areas :-

HSE's Infoline Tel: **0845 345 0055**

www.hse.gov.uk
www.bbc-safety.co.uk
www.healthandsafetytips.co.uk

BBC Television Safety Services Tel: 02085767668
BECTU Tel: 02074378506

Accidents, first aid and work-related ill health.

Health surveillance records will be kept by Guy Littlemore at:-

1 The Old Inn, Kingsweston Road, Bristol BS11 0UW

The first aid box is kept in the work vehicle
(Blue VW Caravelle reg WX51VBL)

Guy Littlemore is a HSE certified first aider
(HSE Certificate no. 06-0095 valid to 26th January 2009)

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the work vehicle
(Blue VW Caravelle reg WX51VBL)

The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations, (RIDDOR) requires employers & the self-employed to report certain accidents to the Health & Safety Executive.

- death,
- major injury (any fracture other than fingers, thumbs and toes)
- dangerous occurrences or near misses,
- work related diseases,
- when an employee or self-employed person suffers an injury and is away from work for more than three days
- when members of the public have been injured as a result of the filming,

all will be reported to the Incident Contact Centre

on telephone 0845 3009923 or www.riddor.gov.uk by Guy Littlemore.

Environmental Issues

Guy Littlemore will, when required, give guidance to all self-employed persons & contractors employed by him, about knowingly, or inadvertently, polluting the working environment, while on filming locations.

Monitoring.

To check our working conditions, and ensure safe working practices are being followed, Guy Littlemore

may be required to investigate accidents
may be required to investigate work-related causes of
sickness absences.

is responsible for acting on investigation findings to prevent
any recurrence.

Insurance Details.

Commercial, Equipment & Employer's Liability Insurance details:-

**Chubb Insurance Company of Europe
Policy Number 79524930-017
Expires 31st July 2007**

**Agent: Cadogan Hanover Park
Phoenix House
11 Wellesley Road
Croydon CR0 2NW**

Tel: 08453450815

Risk Assessment.

Filming on location means that work is often done in the midst of changing circumstances. This is a generic risk assessment document for single camera location filming where there are shared undertakings within the crew of self-employed people and production personnel. This assessment tackles risks in broad terms and includes types of hazards and risks, which might generally be encountered, along with the appropriate remedial action. The health and safety of anyone that might be affected by the activities of the filming, including members of the public, should be regularly assessed.

Hazards

- Working Patterns
- Manual Handling
- Weather
- Working at Heights
- Traffic
- Noise
- Water – on or near
- Tracking backwards while hand held
- Mains Lighting – Electricity
Cables
Time to Rig/De-rig
Secure
Position
Heat
- Public
- Tropical Diseases
- Aerial Filming
- Filming in/from vehicles
- Transportation of heavy equipment in vehicles
- Access/Egress
- Hygiene
- Night Working
- Driving
- Alcohol & Illegal Drug use

Working Patterns.

Working patterns are such that programme makers may require the crew to work a maximum of a fourteen-hour day. Traveling to and from locations will add to the total working day and may cause tiredness.

A minimum eleven-hour rest break between working periods must be adhered to. Overnight stays will reduce the risk of excessive traveling between home and filming locations. A maximum seventy-two hour working week should be adhered to.

Manual Handling

Camera operations on location do require the lifting and carrying of heavy items of equipment. Many accidents & injuries are caused by careless lifting moving, pushing or pulling of heavy objects. Tripod, camera, lighting equipment, metal boxes etc.

Carry out good posture for handling heavy items and when possible receive help from another person, if loads are very heavy. Do not overload yourself, or overstretch your own limits. Be aware of the environment and work to the conditions. An easy lift indoors can be hazardous outdoors on wet, slippery or uneven ground. Use a hand trolley for moving several items between locations.

Lots of cameramen have bad backs from moving heavy boxes around & if you are doing hand held work, having a 10kg weight on your right shoulder for several hours does not do much to improve your posture. Cumulative damage to backs, arms legs etc can build over a period of time, so it is vital to be correctly informed about lifting techniques and how to protect your body if you have to manoeuvre heavy items.

Breaks should be taken before the onset of fatigue, the timing of the break is more important than its length. Short, frequent breaks are more satisfactory than occasional, longer breaks: e.g., a 5-10 minute break after 50-60 minutes work is likely to be better than a 15 minute break every 2 hours.

Weather

Cold or wet weather can reduce the crew's effective working practice. Sunburn, dehydration and excessive heat in summer may cause exhaustion and skin complaints.

Additional clothing for wet and cold conditions is carried for crews and other members of the team. Suntan creams and hay-fever tablets are available in the crew vehicle during the summer and when in tropical climates.

Hot tea / coffee or cold drinks are carried in thermos flasks. Drinking water must always be available.

Working at Heights

Serious accidents can arise from working at heights and/or gaining access to and from a high vantage point. Improper use of ladders/scaffolding can cause people to fall. Possibility of dropping items when transporting equipment to the place of work at heights. The regulations state “a place is ‘at height’ if a person could be injured falling from it, even if it is at or below ground level.” A risk assessment must carry out a if using scaffolding, mobile towers or platforms and ladders, and you must use the most suitable equipment to work at height; ie if you have a group of people working on a platform, you must use a method that will best protect the group (eg guard rails) in preference to providing individual protection such as safety harnesses for each person. Working conditions must be considered, as well as the risk to everyone working in that area.

Although falls from ladders are one of the main causes of injuries while working at height, ladders have not been banned by the Work at Height Regulations, they can be used when the risk assessment shows that the risk of injury is low and the task is of a short duration.

Ladders must be footed or secured. When climbing a ladder people must have both hands free to hold on to ladders. Use of harnesses, lifelines, hard hats and/or hoists may be required for people and transporting equipment.

Scaffolding should be labeled with a scaff tag label.

Traffic

When filming on or close to a public road the camera & crew are in danger of being knocked over or stepping out in front of a vehicle. There is also the possible “road rage” and “rubber necking”.

Wear reflective jackets during the day and night. Ideally an assistant will look out for members of the crew to prevent them stepping out into the road. When filming on a public road the camera & crew should be at least one meter from the edge of the road. Care must be taken to ensure the safety of pedestrians. Obstructing a public footpath, must never force a member of the public into an unprotected traffic lane or in any way place a member of the public at risk. Safe routes should be achieved bearing in mind all potential pedestrians, including those with disabilities.

Noise

Performance vehicles & motor bikes, heavy machinery, & explosions produce very high noise levels. Loud or extremely high levels of noise can impair hearing temporarily or permanently. It creates difficulties for communication and is tiring if exposed to it for long periods.

Ear defenders /plugs should be worn as appropriate. Communication methods should be established and rehearsed before starting filming. Account should be taken of the tiring nature of long exposure to high levels of noise. Expert advice should be taken in extreme cases.

Water – on or near

Working near or on water, there is a risk of crew members drowning or exposure to Weils Disease or other waterborne bacteria. Hypothermia risk if a person gets wet. Slips, trips and falls often happen when getting on/off boats. There is a danger of electrocution when mains electricity is used near water.

All crew to wear life jackets and or safety harnesses supplied by Guy Littlemore or the production, which must be worn. Rescue boats should be on hand in specific circumstances and a plan should exist for emergency situations. Ensure that the skipper is competent and the vessel is suitable and equipped for the proposed voyage. At sea, every vessel must have a person with adequate experience in charge of the navigational watch and at least one person with a relevant Radio Operator's certificate. If the cast or crew need to enter cold water think about the use of wet or dry suits. Make sure for all those involved there are arrangements to keep warm and to get warm after spells of being in the water. Be aware of the difference wind makes to the loss of heat from a person who is wet.

If electricity is used near water e.g. a swimming pool, a qualified electrician must be present and ensure all possible safety procedures are put in place e.g. rubber matting, RCD on sockets cable to be kept away from water (where possible).

Tracking backwards while hand held

When tracking backwards with a hand held camera there is a high risk of tripping, falling or hitting a member of the public.

A safe route must be planned prior to obtaining the shot. Director or assistant should walk with the cameraman to ensure that he/she doesn't fall, trip or cause injury to a third party.

Mains Lighting

The use of mains electricity when lighting can cause shocks. Bulbs on lamps can blow. Cables create a high risk of tripping. Lack or no consideration by programme makers to allow time for lighting can cause increased risk of accidents owing to bad positioning / moving of lights. If not properly secured lights may fall on people and objects. Heat radiating from the lights can cause a fire risk or personal injury if touched when hot.

All portable mains lighting equipment is “pat” and visually tested every six to twelve months. Adequate time should be allowed for the selection of suitable sites for the sake of placement of lamps and their setting up. RCD must used, when appropriate cables are covered with rubber matting and taped down or flown and tied to prevent tripping. Lighting stand heights must be set to ensure maximum stability together with the use of sand-bags to reduce risk of lamps being knocked over. Lamps should be placed so they do not obstruct entrances, exits or passageways. Leather gloves reduce the risk of personal burns.

The total wattage of lights must not exceed 5kW as an absolute maximum, in domestic premises.
When a lighting gaffer has been contracted, all hazards associated with the lighting rig are as per the Gaffer’s Risk Assessment and all appropriate technical standards will be employed.

Public

Members of the public can get upset with the actions of crews on location. Obstruction, lack of consideration of privacy and bad communication with the public often cause stress and confrontation. Working in areas where there is a background of disturbances or violence can lead to public disorder. Stress and or personal injury on the crew or production staff, is also possible.
Crews should create a good liaison, communicate effectively and act responsibility with the public at all times. In the case of civil disorders, advice from emergency services should be sought and crew members who are concerned about the situation should be allowed to withdraw.

Tropical Diseases

Tropical diseases create a high risk of illness or death to the production team when filming abroad.

Full consultation with a doctor is required before traveling to countries where there may be a risk. A personal medical record of all vaccinations should be recorded and made available as requested. The use of bottled water to drink/clean teeth, etc may be necessary. Eat only cooked food, peeled fruit, and ideally no meat, if in areas of tropical diseases.

Aerial Filming

Approaching an aircraft on the ground when propellers / rotary blades are moving can cause serious injury or death. Aerial filming if not carried out safely can cause the plane to crash.

Passengers in the aircraft could fall out if cameraperson is filming with doors open. Camera equipment can jam in aircraft controls if not secure.

Low flying can cause disturbance to people/animals/objects on the ground.

A contractor/pilot approved by the CAA for aerial filming must be used and CAA permission obtained where necessary. Private pilot license holders are not allowed to fly for reward. The programme makers must have separate insurance for aerial filming. Pilots should be thoroughly briefed before take off.

The camera person and camera equipment must be safely harnessed to secure points on the aircraft and checked by another member of the production team.

Filming in/from vehicles

In car camera / recording equipment could injure passengers in vehicles. There is the chance of physical injury to crew or the driver.

Potential risks to members of the public / onlookers.

Car may become unstable if used for car-to-car shots at high speeds with the tailgate open.

Equipment, which is not stowed correctly, can cause injury to passengers in a vehicle. If an accident happens heavy metal boxes, equipment etc may hit/kill people owing to force of collision.

The equipment and any operator must not obstruct the driver's view.

There must be effective measures to prevent equipment striking any occupant in the event of an emergency stop or collisions. As far as possible, roads with light traffic should be used.

When filming out of the tailgate the camera should be fixed to a secure part of the vehicle. Camera operators must not stand up to shoot through the sunroof whilst the vehicle is moving.

Transportation of heavy equipment in vehicles

Equipment, which is not stowed correctly, can cause injury to passengers in a vehicle. If an accident happens heavy metal boxes, equipment etc may hit / kill people owing to force of collision. Safe packing and transportation of filming equipment in the camera vehicle is needed. Ideally equipment should be separated from passengers by metal cage or partition.

Night Working

When working at night there is a higher risk of personal accidents owing to low light conditions and tiredness. Additional battery lighting is required to provide safe access. Reflective waistcoats, warning triangles and torches are available and should be used when appropriate. Allow additional time on the schedule to safely rig/de-rig.

Access / Egress

Fire is the most dangerous and potentially damaging hazard that the majority of people may encounter in their lives.

All corridors, walkways, stairs, routes and doorways, etc, used for movement and circulation in and around a location workplace must not block or hinder any evacuation exits. Cameras or lighting equipment must be positioned to allow a clear passage, and maintain a fire exit route free from a risk of slip, tripping or falling.

All production personnel are to be made aware of Fire Exits and Emergency Evacuation Procedures, which may have been put into place by the owners of the location or building.

Please note that on 1st April 2006 the Fire Precautions Act and the Fire Precautions (Workplace) Regulations will be replaced by the Regulatory Reform (Fire Safety) Order 2005. This order replaces fire certification under the FPA with a general duty to ensure, SFRP, the safety of employees, a general duty, in relation to non-employees and a duty to carry out a fire risk assessment.

Hygiene

When a location is dirty, unhygienic, contaminated, dusty and where in some areas pigeon excrement and vermin is in evidence, all personnel are instructed to wear shoes that fully cover the feet, wear clothes suitable for the location and must regularly wash their hands & faces and any other areas of the body which may be unclean. Where there are no washing facilities wet wipes, bottled water & bacterial hand wash will be provided as a minimum.

Driving to & from Locations

Traveling to and from locations will add to the total working day and may cause tiredness. Any driver experiencing symptoms of fatigue should stop at the earliest opportunity and take a break to rest.

Overnight stays will reduce the risk of excessive traveling between home and filming locations and should be planned for if it is expected there will be a long working day or excessive driving. Do not drive for long periods without a break, adjust the seat / steering wheel to provide your correct seating position and hand-held telephones must not be used by the driver when a vehicle is in motion.

Environmental

Batteries contain hazardous substances and their use and disposal should be assessed for risks. It may be necessary for larger batteries to be disposed of in accordance with waste disposal legislation as hazardous/toxic waste

Alcohol & Drugs

No employee is to commence work, or return to work while under the influence of alcohol or illegal drugs.

Employees with an illegal drug problem or alcohol problem can cause injury to themselves & others and damage their physical & mental health. Workmates of an illegal drug user, or person(s) under the influence of alcohol are faced with an increased risk of accidents, covering poor work performance and possible personal disputes. Other problems include lateness and absenteeism, lost time & lost production from accidents, damage to equipment & other property.

Additions

Personal Protective Equipment.

Guy Littlemore owns the following safety equipment, which is available on all productions where services and equipment are contracted.

**First Aid Kit
Torch
Personal Harness
Reflective Road Triangle
White Hard Hat
Lightweight Hand Trolley x2
Hazard Tape
Reflective Waistcoats x 3
Leather gloves
Climbing Clamps and Straps
Ear Defenders
Disposable Gloves
Disposable Masks x 3
Rubber Matting
Sand Bags**