

Commissioning - Health and Safety Management Review

As part of our commissioning process S4C reviews the health and safety arrangements of production companies. This is to enable S4C to work safely with third parties and to ensure that S4C complies with relevant health and safety legislation. Please complete the following questionnaire and submit with requested attachments to the S4C Business Affairs team.

This questionnaire enables S4C to assess each independent production company's health and safety management systems. It is a pre-condition to any S4C commission that the production company has completed this Health and Safety Questionnaire to S4C's satisfaction and approval. Each review is valid for 3 years.

S4C may require you to submit further details of health and safety processes for certain productions, especially where higher risk activities or travel to a hostile environment is required.

S4C is part of a network of broadcasters who have agreed to share details regarding the health and safety vetting processes of independent television producers. Information provided on this questionnaire and supplemental documents will be made available to partner broadcasters.

Company details

Company name: Electric Flint

Company address: Archbishop Noakes 2, Flat 5 Carmarthen
Campus UWTSD SA31 3EP

Number of employees 5

Name of parent company or group (if applicable)

Details of person completing this form *(note; the most appropriate person to complete this form and provide the supporting documents will often be your competent source of health and safety advice as referred to in question 3)*

Name Alvar Segui De la Quadra-Salcedo

Job title Film Producer

E-mail address alvarsqs@gmail.com

Health and safety management

1. Do you have a health and safety policy? Yes

Every company employing more than 5 people should have a written health and safety policy in place. Your company may have a bespoke policy written by a health and safety consultant, it may be included in a parent company's policy, or it may have customised and adopted a standard industry policy.

The policy should specify who is responsible for health and safety at managerial and day-to-day levels, what arrangements are in place to manage safety and the emergency procedures you have.

2. Please attach the full policy document.

ROCKETLAWYER Sample

Health and Safety Policy

Purpose of policy

1. Rocket Lawyer (the **Employer**) takes health and safety issues seriously and is committed to protecting the health and safety of our staff and all those attending our premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
2. This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by the Employer in its absolute discretion.

Who is responsible for workplace health and safety?

3. Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

Employer responsibilities

4. The Employer is responsible for:
 - a. taking reasonable steps to safeguard the health and safety of staff and of people visiting our premises;
 - b. identifying health and safety risks and finding ways to manage or overcome them;
 - c. providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation;
 - d. providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing;
 - e. providing safe arrangements for the use, handling, storage and transport of articles and substances;
 - f. providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work;
 - g. promoting effective communication and consultation between the Employer and staff concerning health and safety matters;
 - h. if an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection; and
 - i. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.
- 5.
6. Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer.



3. Who is ultimately responsible for health and safety in your company? Name and job title: Alvar Segui Q.S. - Film Producer

A single individual should take overall responsibility for making sure the company's health and safety obligations are met and any issues are addressed. The responsible person should be an employee with influence within the organisation and is generally a Managing Director, Chief Executive, or other Director or board member. This should not be a person who makes day-to-day decisions about safety.

Health and safety advice

Your company should have somebody to go to for health and safety advice. This person might be an individual, an employee of a consulting company, or could be one of your employees with the right training.

Those providing advice must hold a health and safety qualification and must also be insured. Your consultant will hold an appropriate qualification if they are

- *a member of the Occupational Safety and Health Consultants Register (OSHCR)*
- *a chartered member of the Institution of Occupational Safety & Health (CMIOSH)*
- *a graduate member of the Institution of Occupational Safety & Health (GradIOSH); or*
- *hold qualifications that meet requirements for GradIOSH status. This can be checked at <http://www.iosh.co.uk/Membership/About-membership/Qualifications.aspx>*

Consulting companies should confirm to you that they supply advisors holding GradIOSH or preferably CMIOSH status.

All advisors should hold insurance cover, either in the form of Public Liability insurance or Professional Indemnity insurance. For guidance, £1m Professional Indemnity or £3m Public Liability would be an appropriate level of insurance for a production with standard risks.

4. Who do you go to for health and safety advice? Name: Mountain Rescue Division

5. Individual consultants - what health and safety qualifications does your consultant hold? Qualifications: BA in Medicine

6. Consulting companies - has your provider confirmed they supply advisors holding GradIOSH or CMIOSH status? Yes

7. Have you confirmed that your advisor holds an appropriate level of insurance? Yes

FILM PRODUCTION RISK ASSESSMENT

This document is intended as a basic template to assist in the completion of a risk assessment for film production activities. Detailed information is available from a variety of risk management and risk assessment specialists. Useful information can also be obtained from the Health & Safety Executive www.hse.gov.uk

When conducting a risk assessment, consider all the likely hazards, who may be harmed, property which may be damaged, and the controls already in place. Then, for each likely hazard, bearing in mind the controls already in place, record the 'risk assessment' level (see table on following page). The further action(s) to be considered will be determined by the level of risk assessment.

Example

Hazard	Persons who may be harmed	Property which may be damaged	Risk controls already in place	Risk Assessment LOW, MODERATE, HIGH, EXTREME (see table next page)	Further action required to control risk ***
<i>Hot sand underfoot on beach</i>	<i>Actors and crew</i>	<i>n/a</i>	<i>All actors and crew to wear shoes at all times</i>	<i>HIGH</i>	<i>When not involved in the shoot, actors and crew to have a shaded area in which to stand</i>
<i>Behaviour of dog</i>	<i>Actors and crew</i>	<i>Location</i>	<i>Dog will be on leash and supervised at all times and will not be left unattended.</i>	<i>MODERATE</i>	<i>Feeding, toilet, recreation and rest areas to be arranged for animal away from location premises</i>
<i>Burns from campfire</i>	<i>Actors and crew</i>	<i>Location</i>	<i>All actors and crew to sit at least 2 metres from fire. Fire to be set at least 20 metres from property. Fire extinguishers with trained operators on set.</i>	<i>HIGH</i>	<i>Advise local fire brigade</i>

Risk Assessment

The risk assessment process is a cornerstone of health and safety management and it should form the basis of your company's health and safety procedures as well as providing a structured way of looking at workplace hazards on production.

Assessments should be completed by somebody who is knowledgeable in the risk assessment process, and also understands the specific hazards associated with the task in hand.

8. Please describe your risk assessment process, including sign off procedures. Or, if you have written procedures you can attach them instead.
9. How do you ensure that the person completing your risk assessments is competent to do so? Diploma
10. Please attach a copy of a recent risk assessment.

Health and safety competence

11. What health & safety training do production staff receive? First Aid

All production staff should receive health and safety training appropriate to their role. Creative Skillset offer training bursaries for a number of health and safety training courses listed on their website - http://courses.creativeskillset.org/creative_skillset_funded_courses/health_and_safety

Production staff who have completed a Production Safety Passport accredited course will have training that is accepted by the main broadcasters.

12. How do you ensure contractors and freelancers work in a safe manner? making sure there is a good environment in the site

Accidents and incidents

13. Outline your procedures for accident/incident reporting and investigation.

Accident reporting can be done via an internal paper or online form, or by using the HSE BL510 accident book. Your procedure should include responsibility for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

14. Give details of any enforcement action by the HSE or Local Authority in the last 3 years, including any actions that were taken as a result.



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All Parking Managers in England with Civil
Parking Enforcement powers

Dear Colleagues

16 SEP 2014

LOCAL AUTHORITY CAR PARK ENFORCEMENT

I understand that some of you are intending to withdraw your off-street parking operations from the parking enforcement framework in the Traffic Management Act 2004 (TMA) so that enforcement is carried out through contractual terms and conditions as if the car parks are privately owned. It is also my understanding that a couple of you may already be operating your car parking operations through contract law - I would hope this is not the case.

Let me assert, that although you may think the land is "unregulated" by virtue of revoking the parking orders made under the Road Traffic Regulation Act 1984 (RTRA), I am of the view that the land remains regulated because under Section 32(1)(a) of the RTRA, a Council retains the status of a Local Authority providing off-street parking places.

Part 6 to the TMA was enacted in 2008 with the aim of improving local authority on-street and off-street parking enforcement arrangements by enabling local authorities to take effective enforcement action, but to protect the motorists when a mistake has been made by a local authority. Any intention to operate outside this statutory regime would clearly go against the will of Parliament, Government policy and the expectations of local electorates.

I should warn you that should you have any plans to submit an application to the DVLA for access to keeper data on the basis of recovering unpaid charges for enforcement through contract law, this will more than likely not be approved because the Council will not be operating as an enforcement authority under the TMA.

Incidents involving enforcement action are not prohibitive to this process. The purpose of this question is to find out what post incident processes are in place, and what remedial action has been taken. Any should demonstrate an understanding of H&S principles of prevention.

Declaration

The information provided above is to the best of my knowledge true and correct. I will inform the commissioning company of all changes that alter the information provided, or that affect health and safety management. I confirm that I consent to S4C sharing my responses to this Health and Safety Questionnaire with third party UK broadcasters.

Name Alvar Segui De la Quadra Salcedo

Position Film Producer

Signature ALVARSQS

Date 4th March 2019

Submission



Please submit the completed questionnaire to the S4C Business Affairs team together with copies of the following documents:

- your company's Health and Safety Policy and/or your Health and Safety arrangements
- an example of a completed risk assessment for one of your productions
- a copy of both your employers and public liability insurance certificates.