



HEALTH AND SAFETY

Greenwich Studios are committed as a company to make sure that the workplace is in compliance with the relevant requirements under the Health and Safety Act. All clients, contractors and employees must comply and co-operate with the safety statement and relevant risk assessment forms to be provided by the production company whether in house or external.

The management will regularly review and monitor all work activities and where necessary amend and improve safety procedures. It is the responsibility of the production company to implement good health and safety practice and provide employees, contractors and clients with the Greenwich Studios Risk Assessment where appropriate. It is, however, the duty of all employees, contractors and clients to be responsible for themselves and others at all times whilst at Greenwich Studios.

On external hire of the studio the studio manager and/or most senior member of staff present has the authority to point out any risks, the degree of risk and prevention of any problem, if the production company is putting either personnel or equipment or property at risk, he or she has the authority to prevent a situation arising - should the production company concerned appear to be inactive.

It is the responsibility of the production company concerned to provide a health and safety assessment prior to each shoot, and to take suitable steps to implement safety procedures.

It is the responsibility of the production company concerned to have full production insurance to cover all personnel, equipment and property. Production must provide evidence of insurance for any kit brought to Greenwich Studios.

Safety is in addition a condition of employment - each employee must accept responsibility for the working safely to safeguard both him/herself and others who are affected by his/her activities.

If specialised stunts/fire/water/rigs/effects etc are involved, then they must be supervised by experienced and qualified personnel, and full insurance taken out to cover such stunts/effects. This is the responsibility of the production company concerned at all times.

Greenwich Studios cannot be held responsible for any accidents or injuries that result from ignoring the current risk assessment, or for any person under the influence of alcohol or drugs (or medication that can impair safe working performance)

For more information, please take a look at our risk assessment below.

GREENWICH STUDIO GENERAL RISK ASSESSMENT

The people that might be harmed: Studio employees, contractors, visiting production, guests, talent

HAZARD	CONTROLS
Setting / Striking - Manual Handling	<ul style="list-style-type: none"> • Sets to be designed to be manually handled (i.e. weight and centre of gravity marked on each section where applicable, carry handles, lightweight construction etc. [See also individual set risk assessments]) • Manual handling is minimised – i.e. use of trolleys and other lifting aids, storage of sets close to studio of use etc. • Crew are physically fit, and have received Manual Handling training where necessary. • Safe working methods adopted – e.g. 4- person lifts, good communication and cooperation, etc. • Crew have been issued with (or have available for use) appropriate PPE – e.g. Safety shoes/boots, gloves, etc.
Setting / Striking – Slips & Trips	<ul style="list-style-type: none"> • Routes of travel are to be kept clear at all times • Prior to moving large or heavy set/prop items, the route shall be checked to ensure it is free from obstructions. • Cables are ramped, taped or matted wherever practicable. • Large quantities of liquid are only allowed in the studio with prior permission. • Small quantities of liquid (e.g. drinks for talent) are allowed. Spillages are mopped – up as soon as possible.
Setting / Striking – Electricity	<ul style="list-style-type: none"> • Only competent people work on electrical systems. • All studio electrical supplies are tested on a routine basis. • Studio electrical supplies must be protected by RCDs.
Setting / Striking – Use of cranes / hoists / winches	
Setting / Striking - Glass	<ul style="list-style-type: none"> • The use of glass within studios and stage sets is avoided wherever possible. • Where possible, rubber glass, sugar glass or plastics such as corbex or Perspex are used. • If real glass is to be used then, where possible, it would be either laminated or toughened glass. • Where unavoidable, sets containing real glass would be clearly marked and appropriate warnings posted. Glass would be brought to the studio and installed as a separate operation. The fitting and removal of the glass will only be undertaken in an area free of other production activity and a realistic amount of time allocated for both operations. • Glass may only be installed in the studio set by either a glass contractor or a scenic Craftsman. In either case, it will only be fitted once the relevant flattage is set, and must be removed before striking commences in that area. • Bold warning labels will be attached prominently to both sides of any annealed glass the moment it is installed and would remain in place throughout the production wherever practicable. • If the glass is broken accidentally, production activity must stop in that area until the pieces are safely cleared.

Setting / Striking – Supporting rigging	<ul style="list-style-type: none"> • Hanging points are identified and Safe Working Loads have been established. • Visual inspection upon any changes or additions. • Rigging is built for purpose, and is maintained, examined and tested in accordance with the manufacturer's instructions.
Setting / Striking – Sharp edges	<ul style="list-style-type: none"> • Sharp edges are eliminated by design to the greatest possible extent. • Gloves are provided to scene hands where required.
Setting / Striking – Suspended items	<ul style="list-style-type: none"> • Suspended scenery (if present) shall be assembled according to the manufacturer's instructions and inspected prior to being raised into position. • Safety bonds shall be fitted to all hanging points. • Safe working loads of suspension points or winches shall be assessed for suitability prior to suspending the scenery.
Setting / Striking – Working at height	<ul style="list-style-type: none"> • Work at height is avoided wherever possible. • Where unavoidable, work at height is minimised and undertaken by competent persons. • Where ladders are used, it is only for short duration work. • Work at height is not undertaken alone.
Setting / Striking – Use of hand tools (inc knives, blades, hammers, etc)	<ul style="list-style-type: none"> • Hand tools are used in preference to powered tools wherever possible. • Powered tools, where their use is unavoidable, shall be battery powered wherever possible. • Guidance issued on the safe use of hand tools. • Specific training on the use of more hazardous tools (training requirement and content to be determined by separate specific risk assessment) • Knives/blades are only to be used where side cutters (or similar) are unsuitable for the task in hand. Care should be taken when using a blade, and cutting movements should be away from the body. Protective gloves to be used for close work involving both hands.
Lighting – Working at height (inc short – duration work from ladders).	<ul style="list-style-type: none"> • Work at height is avoided wherever possible, e.g. use of poles to make adjustments to lights and lamps, barn doors, black-wrap etc. • Where unavoidable, work at height is minimised and undertaken by competent persons. • Where ladders are used, it is only for short duration work. • Work at height is not undertaken alone.
Lighting – Manual handling	<ul style="list-style-type: none"> • Where manual handling is required (e.g. swapping out lamps, fluorescent boxes, lamps, etc.), safe working methods will be adopted - e.g. 4-person lifts, good communication and co-operation, etc. • Lighting crew have been issued with (or have available for use) appropriate PPE – e.g. safety shoes/boots, gloves, etc.
Lighting – Electricity	<ul style="list-style-type: none"> • Lighting crew are competent to undertake electrical work. • All cables and portable electrical appliances are tested and visually inspected on a routine basis. • Fixed electrical systems within the studios are routinely tested as part of planned preventative maintenance. • No live working is undertaken on electrical systems.

<p>Technical Rig – Co-ordination of activities</p>	<ul style="list-style-type: none"> • The departments involved (i.e. Cameras, Sound, Vision Mixers, Autocue VT, etc) do not enter the studio floor and commence technical rig until lighting has been completed – without prior agreement • Persons involved are competent, or are under close supervision. • Studio manager to ensure that no crew member are exposed to any undue risks
<p>Technical Rig – Slips and Trips</p>	<ul style="list-style-type: none"> • Routes of travel are to be kept clear at all times. • Prior to moving large or heavy items, the route shall be checked to ensure it is free from obstructions. • Cables are ramped, taped or matted wherever practicable. • Large quantities of liquid are only allowed in the studio with prior permission. • Small quantities of liquid (e.g. drinks for talent) are allowed. Spillages are mopped-up as soon as possible.
<p>Technical Rig – Fire and Evacuation</p>	<ul style="list-style-type: none"> • Routes of travel are to be kept clear at all times. • The Studio manager is responsible for all guests and visitors in the studio, and will direct and account for them in the event of an emergency. • The Studio manager shall be the main point of contact in the event of an emergency requiring an evacuation of a studio /gallery environment. • Evacuation procedures have been established and communicated for all studio activities.
<p>Rehearsal – Talent / Guests / Visitors</p>	<ul style="list-style-type: none"> • The production is responsible for any guests, audiences and visitors in the studio. A production crew member may be asked to supervise talent / guests, visitors and/or audiences in green rooms or other holding areas.
<p>Rehearsal – Slips and Trips</p>	<ul style="list-style-type: none"> • Routes of travel are to be kept clear at all times. • Prior to moving large or heavy items, the route shall be checked to ensure it is free from obstructions. • Cables are ramped, taped or matted wherever practicable. • Large quantities of liquid are only allowed in the studio with prior permission. • Small quantities of liquid (e.g. drinks for talent) are allowed. Spillages are mopped-up as soon as possible.
<p>Rehearsal – Adjustments to set / technical equipment</p>	<ul style="list-style-type: none"> • Adjustments to set / technical equipment will only be undertaken when sufficient time permits, and with due regard for safety considerations.
<p>WRAP – Housekeeping</p>	<ul style="list-style-type: none"> • At the end of each studio activity, it is the joint responsibility of the production to ensure that the studio is cleared, tidied, checked, and where appropriate cleaned to return it to a condition ready for the next studio activity. • Where necessary, studio management should be called to assist in this activity.