

Department of Media Arts

Health and Safety Policy



1. Policy Statement

- 1.1 This policy statement is referenced to the Royal Holloway [Health and Safety Policy \(Version 5\)](#), a checklist being provided in the form of Appendix 1 to this policy document.
- 1.2 The Department of Media Arts acknowledges its responsibilities in implementing the College health & safety policies and procedures at departmental level to ensure the provision of a safe working environment for staff, students, visitors and anyone involved in or affected by its work activity both on and off-campus.
- 1.3 The Department also acknowledges its role in preparing its students for working in media practice and is committed to incorporating the essential principles of health & safety management, particularly in the context of media production, as an integral part of students' experience throughout its practice programmes.
- 1.4 Furthermore, the department recognizes the key themes of health and safety management in the entertainment and leisure industries, as described by the Health & Safety Executive (HSE), and their importance in setting out an operating framework for health & safety management in Media Arts practice work.

2. Formal arrangements for meeting College Health & Safety standards

- 2.1 The Head of Department is accountable to the Dean of Arts and Social Sciences for the health and safety of all staff within their area of responsibility, and for others who may be affected by the work/activities of their Department, School or Service.
- 2.2 They must be aware of the health and safety issues within their area of responsibility and the necessary risk control measures, and ensure that these measures are implemented.
- 2.3 They must also ensure:
 - They are aware of their responsibilities/accountability under this Policy and other Policies and Procedures, including their Department, School or Services performance in relation to these policies and procedures.
 - The roles and responsibilities for health and safety within their Department, School or Service are clearly defined.
 - Risks associated with departmental activities are appropriately assessed and controls implemented.
 - The recommendations of health and safety audits are completed within required timescales, or where this is not achievable, appropriate interim measures (which may include cessation of the activity) are implemented to ensure safety and health is not compromised.
 - The health and safety competency and training needs of staff are identified, according to their role or work activities, and staff complete such training.
 - That any changes to the working arrangements in their area of responsibility that have implications for health and safety are brought to their attention, assessed and appropriate remedial action taken.
 - Staff are consulted on matters that may affect their health and safety. This requirement will either be satisfied by having a regular agenda item at Department, School or Service management meetings, or, where the health and

safety risk profile makes it appropriate, to establish a specific health and safety committee. The meeting or committee should have the aim of:

- a) Furthering consultation on health and safety issues;
 - b) Providing a forum for workplace health and safety issues to be discussed and resolved;
 - c) Monitoring health and safety performance of the Department, School or Service.
- A document is produced to communicate the health, safety and welfare arrangements of the Department, School or Service. The document must contain, as a minimum:
 - a) A statement setting out that the Head/Director is accountable for health and safety
 - b) A description of the organisational arrangements for health and safety, and
 - c) The information required by staff (and others) to be able to work safely and to safeguard their health, including any action required in the event of an emergency.
 - Health and safety audits and/or inspections of the premises occupied and activities take place at a frequency commensurate with the risks within the Department, School or Service, and at least once per year. Remedial action taken in response to these inspections should be reported through the above described meeting or committee. This will ensure that existing systems are kept under review and remain effective.
 - An annual report is made to their line manager on health and safety performance achieved and their plans to address any identified concerns, including possible bids to be considered as part of the planning round.
- 2.4 In certain circumstances, the establishment of performance standards and management arrangements for their execution may be better achieved at a Faculty level. In such cases, arrangements will be agreed with the relevant Dean to ensure that responsibilities and accountabilities are clearly defined and effective coordination and monitoring processes are in place to ensure consistency of approach and practice across all Departments.
- 2.5 Where it may lie outside of a manager's level of responsibility to take appropriate action (which may include funding), the matter must be referred to the next level of management.
- 2.6 The Head of Production Facility acts as the Departmental Health & Safety Coordinator and assists the Head of Department in the execution of the above duties.
- 2.3 In addition to acting as the Departmental Health and Safety Coordinator, the Head of Production Facility is also responsible to the Head of Department for the line management of the creative and technical support staff in the Media Arts Centre (comprising Williams Building, Moore TV Studio facilities and Garden Lodge), including the operation of a safe working environment and practices. They also coordinate their role in practice skills training, including any detailed health and safety training associated with media practice.
- 2.4 Members of the Media Arts Centre creative and technical support staff are responsible to the Head of Production Facility for the operational supervision of specific areas as follows:
- Studio Manager – Television Studio, 'The Loft', the Garden Lodge and any film location space temporarily designated in the Media Arts Centre
 - Interactive Media Technician – Post production facilities, including the department's media server network
 - Equipment Store Technician – Location filming equipment
 - Art & Design Technicians – Art Department/Production Design areas
- 2.5 The Department Manager is responsible to the Head of Department for the line management of the department's administrative staff in the Department Office and administrative area, including the operation of a safe working environment and practices.

- 2.6 All members of Media Arts practice teaching staff are responsible for ensuring the planning of any media practice activity is properly risk assessed in order to anticipate potential hazards and ensure appropriate control measures are adopted during supervised classes, or incorporated into any location recording plan.
- 2.7 For student productions, particularly any involving location recording (hereafter referred to as 'filming' for brevity, although in actuality will include sound recording, photography, art department work, etc), one student from any production company will always be designated as being responsible for undertaking the necessary risk assessments, seeking advice from appropriate parties including external location providers, and seeking approval from their course tutor. The designated student is also responsible for ensuring the hazards and control measures are communicated to anyone involved in or affected by the recording, including third parties such as actors, location providers, and members of the public, and the control measures specified in the risk assessment are put into action during the period coinciding with the associated equipment loan agreement.
- 2.8 The Department is committed to encouraging practice staff to undertake training in production risk assessment (for example the IOSH-accredited Creative Industries Safety Passport course, run by BECTU), and all staff to enable them to take on acting responsibilities such as fire marshal, first aider, workstation assessor, COSHH assessor, manual handling assessor, etc.
- 2.9 Any matters to do with the physical environment must be referred to the College Building Maintenance services via the Department Manager for the Arts Building or the Head of Production Facility for the Media Arts Centre.

3. General responsibilities of Media Arts students and staff

- 3.1 In accordance with the College Health & Safety Policy:

Individual Members of Staff and Students will co-operate and comply at all times with the health and safety information, instruction and training provided and bring without delay to the attention of their line manager or person responsible for the area or activity, any identified hazards or necessary improvements. They do, therefore, have a duty to take reasonable care for the health and safety of themselves, and of others whom their actions or omissions may affect.

- 3.2 Each member of staff is accountable to their line manager for the health and safety of all the staff they line manage, of others who may be affected by their work, and for the premises and equipment that they manage. Staff cannot delegate this accountability, but must take positive steps to demonstrate that any delegation of tasks to others is accompanied by a monitoring system which ensures such tasks are carried out.
- 3.3 While involved in College activities on or off campus, students must comply with the College's [General Regulations](#).
- 3.4 All persons must co-operate with the College to enable it, or any other person, to comply with any duty or requirement imposed by health and safety legislation. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- 3.5 Failure to comply with the above requirements may be regarded as a breach of English Law and/or College Regulations and may result in disciplinary action.

4. The management of safety risk at department level

- 4.1 All work activities undertaken in the Department will be risk assessed by appropriately trained staff in accordance with the College [guide to conducting 'general' risk assessments](#).
- 4.2 Where appropriate, a more detailed risk assessment will need to be undertaken by appropriately trained staff, which will normally include such activities as manual handling, work at height, and use of substances that fall within COSHH regulations.

- 4.3 All student filming work, whether or not it is on or off campus, or using Media Arts equipment, must be approved by the relevant practice course tutor, or in certain instances by HoD's delegated authority to the Head of Production Facility, by creating a production on the Department's online risk assessment system *Production Buddy* for the course tutor to consider, approve or reject with feedback. *Production Buddy* provides facility to archive production records, and generate relevant email communications via the College network.
- 4.4 The Department offers general risk assessments for operating location filming equipment, for some limited filming work on campus, and for using battery-powered hand-held recording devices. These have been imported into *Production Buddy* to enable low-risk activities to be considered efficiently, with a suitable declaration of responsibility. Most indirectly supervised filming activities, in particular film and sound recording on location, are not possible to risk assess generically owing to the extreme variability of risk involved in each case, depending on the action being filmed, the people involved or affected, and the operating environment. Such activities must be risk-assessed by the designated student on a production-by-production basis, with advisory support from their practice course tutor and, if required, from the Departmental Health & Safety Coordinator, College Health & Safety office staff, or other specialist advisors appropriately qualified to assist.
- 4.5 Students who are expected to do location recording work will be trained in essential location assessment techniques, including safety risk assessment, as an integral part of their taught programme.
- 4.6 The *Production Buddy* on-line risk assessment process will also be used for productions using Media Arts Centre studio space, contemporary art installations, etc., other than actual taught sessions led by a member of practice teaching staff covered by the appropriate General Risk Assessment.
- 4.7 Although it is not a course requirement, the Department operates a [filming abroad policy](#) for advanced students who, for programme content reasons and as an exceptional arrangement, wish to film outside of the UK.
- 4.8 Risks identified and assessed in accordance with the arrangements set out above will be managed in accordance with the performance standards and work methods defined in the set of Media Arts work method statements, published on the Media Arts Centre website. This is primarily aimed at departmental staff but includes the management of certain media practice activities that will be undertaken by students, including filming in and around motor vehicles, productions involving stunts and replica weapons, and filming with young actors.
- 4.9 The Department operates a strict [Filming with young actors policy](#) to ensure that any students planning to film with children and young performers under the age of 18 years are appropriately trained, apply to the relevant local authorities to license their cast actors, and implement appropriate management processes on set for legal compliance with regard to their attendance hours, employment of suitably-qualified chaperones, and other special requirements.

5. Provision of Health & Safety information

- 5.1 The Department Manager will arrange for any new member of staff, including those on short term contracts, to meet with the Departmental Health and Safety Coordinator, who will use the [College Staff Induction Checklist](#) to ensure they receive the required health and safety induction and identify any immediate further health & safety training needs and the likely requirement for workstation assessment. All visiting teachers should be provided with a copy of the College's information sheet '[Visiting Teachers – Your Health and Safety](#)' and be asked to familiarize themselves with the operating arrangements for the rooms they are teaching in.
- 5.2 All new and returning students will receive a short initial induction talk during September induction week, drawing attention to the relevant health & safety information contained the Student Handbook, including the emergency call number and College smoking policy.
- 5.3 Students will receive more detailed and timely induction when they begin to use a new practice space, for example, during their first media lab or television studio class.
- 5.4 Students will be given training in the safe handling of production equipment as an integral part of their taught programme.

- 5.5 The Department will also use appropriate media, including handouts, website, email and notice boards, to convey health & safety information to its students and staff in a relevant and timely manner.
- 5.6 The Head of Production Facility will maintain for the department a record of all health & safety training delivered to students during their practice skills training.
- 5.7 Individual members of practice teaching staff and practice support staff are responsible for recording attendance at any classes that include health & safety training using the department's standard attendance form and forwarding completed returns to the Head of Production Facility.
- 5.8 The Departmental Health & Safety Coordinator will maintain for the department a record of staff attendance at any health & safety training courses, including completed induction checklists.
- 5.9 Appropriate staff members, for example the Studio Manager with regard to productions taking place in the TV Studio facilities, will also provide essential health and safety briefings to visiting persons, such as actors performing during classes and productions.
- 5.10 The Department's health and safety information will be reviewed annually so that current information is provided to staff and to new and returning students in September.
- 5.11 General Risk Assessment forms will be reviewed at regular intervals not exceeding two years and any consequent revisions to procedures and operating arrangements implemented promptly.

6. Communication/consultation with staff on health and safety matters

- 6.1 The Head of Department will monitor feedback from students and staff about health & safety issues by means of Student Staff Committee, course evaluations, personal complaints or expressions of concern, and other appropriate formal and informal systems, taking appropriate and timely action in consultation with relevant colleagues.
- 6.2 The Departmental Health & Safety Coordinator will produce a brief summary report on health & safety matters for each Department Board meeting. The report will include an anonymized summary of any accidents or incidents reported in accordance with College procedures with regard to RIDDOR reporting since the previous Department Board, including a record of action taken to prevent recurrence.
- 6.3 When relevant, the Head of Department and/or the Health & Safety Coordinator will use email circulation lists to provide timely information about new procedures and compliance requirements.

7. Accident/incident reporting

- 7.1 All accidents and incidents having potential to cause harm must be reported under prevailing legislation. As the highest risk of incidence is with practice work, whether on or off campus, the Department keeps the Accident/Incident Report Forms in the cabinet next to the Equipment Store desk.
- 7.2 At six monthly intervals, the Head of Department and Health and Safety Coordinator will review accident/incident reports in order to identify particular trends or patterns and agree on appropriate strategies for preventing recurrence of similar incidents.

8. Health & safety inspections

- 8.1 All staff and students have a part to play in monitoring the work environment in the premises managed by Media Arts. Any problems with Arts Building facilities need to be reported promptly to the Department Manager, and any for the Media Arts Centre premises to the Head of Production Facility, so that remedial action can be implemented.

- 8.2 The department operates equipment that needs to be regularly inspected regularly under LOLER lifting equipment regulations and PUWER work equipment regulations. This equipment must be registered on the CRIMSON database operated by the College insurers and inspected regularly by a competent engineer at six-monthly or annual intervals, depending on specific item requirements.
- 8.3 The department operates a large number of portable electrical appliances. These must be PAT inspected at regular intervals (normally done annually) by the College's appointed contractor, equipment appropriately labelled and included in the database.
- 8.4 The department lends film production equipment for the completion of coursework via the Equipment Store. The Location Store technician undertakes frequent visual inspection of equipment in order to identify any faults or defects. Students are also required to inspect equipment at the time of collection as a condition of the loan agreement, and to report any faults or defects to the technician. In addition, they are required under loan agreement to report any faults or defects occurring or discovered during the loan period when the equipment is returned, so the technician can ensure the equipment is not reused until appropriate remedial action is implemented.

9. The use of Display Screen Equipment (DSE)

- 9.1 Most Media Arts staff are likely to spend significantly longer periods than a minimum of 1 hour a week using display screen equipment. The Department recognizes that there is a high risk of occupational injury through using poorly configured workstations for prolonged periods and is therefore committed to ensuring individuals' workstations are duly assessed by one of the Department's designated Display Screen Assessors and appropriate remedial action implemented in order to minimize risk of injury. It will be necessary to have follow up DSE assessment every two years.
- 9.2 Students are also at significant risk of injury when using the Media Arts Centre lab and editing facilities for prolonged post-production sessions. The facilities have been designed to ensure students are able to use suitable seats, and that the operating environment has appropriate layout and lighting. The Department has published [Using the Media Arts Centre post production facilities: health and safety guide 2017-18](#) which explains the occupational health risks and gives advice on how to avoid injury.
- 9.3 Staff and students are making increasing use of portable devices and draws attention to the College's published [guidance on the use tablet devices](#).

10. Management of Contractors

- 10.1 Building plant maintenance, cleaning operations, and building refurbishment works are contracted by the College's Building Maintenance department, Commercial Services premises manager, or their appointed contractor. The Head of Production Facility and the Department Manager act as the department's liaison contacts with these departments, respectively for the Media Arts Centre buildings and for the Arts Building.
- 10.2 Most specialist equipment used in media arts is repaired off-site by manufacturers, their appointed agents, or other recognized service providers.
- 10.3 Currently, there are two specialist installations that occasionally require contractors to work on site, namely the department's media server system (primarily maintained remotely on-line under contract by Tyrell CCT, who also installed the system after tendering for the supply, installation and maintenance via the College's tendering management process), and the studio lighting grid, which is inspected regularly by an engineer from Zurich insurance, the College's appointed insurer.
- 10.4 In the event of a new specialist contractor being appointed, the Department will liaise with the College estates projects team and follow a suitable process, adopting the College's template for appointment and management of contractors, to ensure effective health and safety management systems are in place throughout the period of work.
- 10.5 All incidents or accidents involving contractors must be reported using the College incident/accident reporting procedure.

11. First Aid

11.1 The Department encourages staff to do first aid at work training and currently has four trained staff members:

Ella Riden (Williams Wo-29)
Sarah Peacock (Williams Wo-18)
John Roberts (Arts Building ABG-06)
Neil Smith (Williams Wo-16)

Will Lindsay of Campus Services is the designated First Aider for Bedford Square

11.2 There are first aid boxes in Williams Wo-16 and Wo-18, Moore TV Studio Foyer and Arts Wo-15.

11.3 The contents of the First Aid boxes must be checked by the department first-aiders at regular intervals and any out of date or missing items replaced by completing the [First Aid Order Form](#) and sending it the College Health Centre.

11.4 In the event of an accident, incident or onset of illness requiring first aid treatment, a First Aid Treatment Card, and if required accident/incident report, must be completed in accordance with the [First aid at work policy and procedure](#).

12. Fire Safety (e.g. fire alarm testing, fire drills, etc.)

12.1 At the beginning of year, students and new staff members are advised of fire evacuation procedures including the relevant assembly points. The essential operating information is summarized in the following table:

Building	Test schedule	Fire Assembly point number:	Fire marshal
Arts Building	Tuesdays two-weekly at 8.30 am	9 (Grassed area across the road from the Computer Centre)	(Ground Floor) Angela Godden Jackie Marty
Williams Building	Tuesdays two-weekly at 9.00 am		Neil Smith
Moore Building TV Studio	Tuesdays two-weekly at 10.45 am		Unattended space
Garden Lodge	Tuesdays two-weekly at 11.40 am		Unattended space
Bedford Square	Check with Ryan Grigson	Street corner Montague Place and Malet Street	Ryan Grigson

13. Lone-working

13.1 There are a number of staff and student activities that have been assessed as having a low to medium level of safety risk when lone working. Examples of such activities include:

- A staff member using their office out of hours
- A student using a Media Arts Centre editing room overnight or during the weekend
- Carrying equipment to a film location by public transport
- Staff servicing equipment during office hours but in a relatively isolated area such as the Dimmer Room

13.2 The Department has published a [method statement for lone working](#) and has also published information about lone working in the [Using the Media Arts Centre post production facilities: a health and safety guide](#) and in the [Location Filming Code of Practice](#).

14. Work Experience Students

14.1 The nature of the practical work undertaken in the Department, the seasonal nature of productions, the need for a significant level of skills training, the need to deliver optimum service quality, and the already demanding staff workloads, means there is limited benefit in offering work experience placements and so currently the Department's policy is not to offer them.

15. Children and Young People

15.1 As well as having both organized and casual visits from children and young persons, student productions sometimes cast young actors. The Department has published a method statement for [working with children and young persons](#) to ensure that any such activities are properly managed.

15.2 Specific provision is made for child actors in the Department's [Filming with child actors policy](#).

16 Work at height and using access equipment

16.1 The Department has a [work method statement for working at height](#), which describes the applicable situations, sequence of work, and provision of ladders and steps.

16.2 The Department operates a two-person Class 3a MEWP in the TV Studio to provide access to the lighting grid and other high level installations and equipment. This must only be driven and operated by suitably qualified persons approved by the Studio Manager or Head of Production Facility on presentation of their valid PAL card. The MEWP is inspected and maintained in accordance with LOLER regulations.

17 Operation of unmanned aircraft or drones

17.1 The Department does not require operation of any unmanned aircraft or drone as part of its teaching or research activity, especially in view of the severe operating restrictions in the general locality of the campus. There is a [policy statement on filming with drones and AUVs](#) enabling consideration of any plans initiated by students to use such equipment for their film production on locations where there are significantly lower operating risks.

Professor Christopher Townsend
Head of Department
14 February 2018

Appendix 1: Cross reference to College health and safety policies and procedures

College policy	Media Arts policy and documentation
Accident reporting	Media Arts policy section 7 Location Filming Code of Practice (Section 15)
Asbestos	Refer to College policy regarding asbestos
Children and young persons	Work Method Statement: Children and young persons Filming with child actors policy
Communication, consultation and co-operation*	Media Arts policy section 6
Control of substances hazardous to health (COSHH)	Work Method Statement: Hazardous substances
Display Screen Equipment	Work Method Statement: Using display screen equipment (DSE)
Driving	Work Method Statement: Driving for productions
Electrical safety – including maintenance of portable and transportable electric equipment	Work Method Statement: Electrical safety
Fire safety	Media Arts policy section 12 Work Method Statement: Fire safety Location Filming Code of Practice (references throughout)
First aid	Media Arts policy section 11
Food hygiene and safety	Location Filming Code of Practice (section 9)
Induction	Media arts policy section 5
Ionising radiation	Refer to College policy regarding ionizing radiation
Lasers	Refer to College policy regarding lasers
Legionella	Refer to College policy regarding Legionella
Lone working	Media arts policy section 13 Work Method Statement: Lone working
Personal protective equipment (PPE)	There is occasional requirement for general PPE specified for particular craft, operational and maintenance procedures
Manual handling	Work Method Statement: Manual handling
Maternity (in relation to risk assessment)	Work Method Statement: Maternity
Risk assessment	Media Arts policy section 4 General Risk Assessment forms Location Filming Code of Practice ‘Production Buddy’ risk assessment system manual
Smoking	Media arts policy section 5 Work Method Statement: Recordings involving stunts, visual effects, fights and weapons
Students working and studying in the UK and overseas	Filming abroad policy
Training, awareness and competence*	Media Arts policy section 5 Location Filming Code of Practice Section 3
Verbal and physical abuse (violence at work)	Work Method Statement: Verbal and physical abuse (violence)
Work at height	Work Method Statement: Working at height
Work experience/employment of young people	See para 14 for policy statement