

This work method statement is intended to operate in accordance with the College's [Fire Safety Policy](#) and the [College Smoking Policy](#).

All staff who have not recently done any essential fire safety training must take the on-line course on Moodle:

<https://moodle.royalholloway.ac.uk/course/view.php?id=1989>

The Department has specified cleaning arrangements for the Media Arts Centre via the relevant College Premises Manager to the College's cleaning contractor to assist with effective housekeeping arrangements that contribute to effective fire prevention and safety management.

Work activity general risk assessment	GRA reference	Risk rating
GRA 1 Office work	1.2, 1.3	Both medium
GRA 2 Using location filming equipment	2.3, 2.6	Both medium
GRA 3 Television Studio operations	3.3, 3.6, 3.11	3.3 (Med), 3.6 (Med), 3.11 (Low)
GRA 4 Post production operations	4.3, 4.6	4.3 (Low) 4.6 (Med)
GRA 5 Construction, painting and installation	5.10	Med
GRA 6 Equipment installation, servicing and repair	6.7	Low
GRA 9 Fire safety when traveling	9.8	Med
GRA 10 Operating film lighting electrical equipment on campus	10.3 and 10.6	Med

Physical environment:

- New staff and visiting workers (including volunteer actors and contributors), should be advised where the nearest fire exits, alarm call points and assembly points are in relation to their work place (see Training)
- Production spaces and staff offices contain a high proportion of electrical appliances and so there may be greater probability of electrical failure or overheating
- Operating areas must be organised to allow adequate flow of cooling air and to prevent obstruction of internal fan ports, etc.
- Mains supply sockets and isolating switches must be readily accessible so electrical equipment can be shut down and disconnected when not in use
- Spaces must be organised to avoid the possibility of combustible items being heated by hot equipment, such as film lighting kits

- Props and dressings used for film and television recording sets must comply with the appropriate standards in terms of fire retardant performance
- Emergency exit routes must be clearly designated and kept completely free of obstruction.
- When recording on location, crews must take into account the risk of blocking emergency exits serving adjacent areas, for example by setting up equipment in the street in front of a department store fire exit door. This will be considered in their production risk assessment and appropriate control measures determined and communicated on site.
- All recording locations must be specifically risk assessed using the department's *Production Buddy* on line system. Local emergency evacuation procedures must be clearly understood or put in place if not pre-existing, for example when filming in a private house. Cast and crew must be properly briefed on all available exit routes and an appropriate assembly point designated, duly documented and communicated to all concerned on site.
- Visitors will be unfamiliar with the production environment and must either be continually supervised by a member of staff or a student who has been given this specific responsibility. In the case of a prolonged visit, for example to do teaching or to act in a production, the visitor must be briefed by a staff member on the arrangements for leaving the building in the event of an emergency.
- All waste materials must be cleared from site in accordance with the College's Environment and Sustainability arrangements and not allowed to accumulate in such a way as they may contribute to the ignition or development of a fire, or impede emergency exit from the area.

Sequence of tasks:

1. Film location lighting and associated electrical equipment has the potential to cause a fire if it overheats, has electrical failure or the heat from the lights ignites anything close to the lights, such as improvised 'gels', 'filters', 'flags', or adjacent furnishings and other flammable materials. As a prerequisite control measure, only those students documented as having received lighting training (normally the Department's Lighting, Electrical and Grips workshop) are allowed to borrow lighting equipment from the Location Store. The workshop references the guidance given in the Department's [Location filming code of practice](#), which as well as giving general operating guidance states:
 - (1) Ensure any gels, diffusers and filters attached to barn doors or otherwise used in close proximity to the luminaire are fully compliant with BS 3944- 1:1992 'Colour and diffusion filter material for theatre, television and similar entertainment purposes. Specification for flammability and dimensional stability'. All gels supplied by the Equipment Store will comply with this standard.
 - (2) Any material used or falling within the light beam, including props, set dressing and devices or materials used for reflecting and flagging light, these should be kept at least 3 metres away from luminaires.
 - (3) When placing luminaires, ensure that they are at least 1 metre away from ALL adjacent surfaces and materials, including walls, ceilings, painted, papered or plastic covered surfaces, cyclorama, curtains and other fabrics, so as to reduce the risk of browning, melting or ignition, and to allow sufficient air circulation around the unit.
2. All location recording risk assessments must consider the possibility of a fire or similar emergency occurring on or adjacent to the set, whether or not the scene involves potential sources of ignition. Effective arrangements must be made to ensure the crew, cast and or others involved in the production know what to do in such circumstances, including how an alarm is raised, what the alarm sounds like, which exit route to take and where to assemble after leaving the set.

3. The [College Smoking Policy](#) contains provision for exceptions to be made to usual restrictions to enable performed smoking. This must be specifically risk assessed in liaison with the relevant premises manager (on or off campus) as part of the production risk assessment submitted for consideration through *Production Buddy*, and a suitable work method statement devised so the action can be performed with minimal fire safety or other health risk.
4. Plan the operating area to ensure the physical environment is suitable for the work
5. Ensure the power supply, connecting cables and any extension cables are of a suitable rating for the electrical load required by the equipment
6. The condition of any electrical equipment, in particular the plug, cable insulation and enclosure, must be inspected before use to ensure it is undamaged and properly fitted
7. Plan the work area to allow electrical cables to be organised to prevent risk of overheating while at the same time preventing it from causing a trip hazard. Cable reels will normally need to be fully extended and arranged to enable air cooling in a designated area where trip hazard and obstruction can also be eliminated.
8. Only power up the number of equipment items required for the work at any one time
9. Power down and disconnect equipment from the power supply socket after use and allow it to cool before packing away
10. Any incidents or accidents must be reported using the [College incident and accident reporting procedure](#)

Supervision:

- Staff are responsible for supervising their immediate work area
- Line managers are responsible for ensuring their staff understand and comply with instructions, specifically: Head of Department (academic staff), Head of Production Facility (technical staff); Department Manager (administrative staff)
- Academic staff are responsible for supervising the areas used in the course of their teaching
- Technical staff are responsible to the Head of Production Facility for operational supervision of designated areas of student production space
- Certain production operations, may require continual supervision by the relevant practice course tutor, Studio Manager or member of technical staff, as determined by risk assessment
- For location recording, a designated member of the student crew (normally the designated producer) is responsible for undertaking specific safety risk assessment and ensuring cast and crew understand and comply with the required control measures
- All accidents or incidents must be reported to the Equipment Store and a report form (kept at the Equipment Store service desk) completed and submitted in accordance with the [College procedure for accident and incident reporting](#)

Written Instructions:

- <https://www.royalholloway.ac.uk/staff/tools-and-links/health-and-safety/fire-safety/policies-and-guidance-documents.aspx>
- College Fire Safety policy
- Using the Media Arts Centre post production facilities: Health and Safety Guide (see page 6 for a plan of fire alarm call points in the Williams Building)
- In general, fire alarm call points can be found adjacent to the exit doors of most buildings
- Emergency procedures contained in the relevant student course handbooks and on display in various areas around the Media Arts Centre and Arts buildings

Building	Test schedule	Fire Assembly point	Fire marshal
Arts Building	Tuesdays two-weekly at 8.30 am	9 The grass 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

Correct Equipment:

- High efficiency (i.e. high output to low power consumption) film lighting equipment to be used to the fullest extent
- Props and scene dressing to be of appropriate fire standard or suitably treated to meet necessary standards
- Fire safety equipment to be properly inspected, tested and maintained only by competent personnel under supervision College Maintenance Services and then only operated by properly trained persons such as designated fire marshals

Training:

After training, the staff member or student must be able to:

- decide if any discovered fire can be readily extinguished without any risk to personal safety (NB Fire equipment must only be operated by suitably trained persons)
- find the nearest fire alarm call point to use if they discover a fire and know how to operate it
- recognise the sound of the installed fire alarm system so they can distinguish it from other types of alarm

- use the most direct exit route from the work area to the outside of the building, which may be one of a number of alternatives
- find the appropriate assembly point once they have left the building during an emergency evacuation
- Staff acting as building fire marshals must attend an initial RHUL Fire Marshal Training course and any subsequent refresher courses.

Revised

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Written by:

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