

FREEDOM SCRIPTED

HEALTH AND SAFETY POLICY RELEASE OCTOBER 2024

Registered Office:
126-128 Baltic Chambers
50 Wellington Street
Glasgow
G2 6HJ

Contents	Page
1. Statement of intent	2
2. Organisation roles and responsibilities	3-6
3. Arrangements	7-10
4. Appendix - Specific productions	11-12

1. Statement of intent

Freedom Scripted is an independent drama production company based in the UK and works with global partners. We create cinematic, highly entertaining and inclusive shows for big audiences, which in some tiny way will make the world a better place.

Managing Director, Mike Ellen is accountable to organise the effective safety management of the company, and to ensure that organisation is in place and monitored on every production. Our goal is to ensure that our people and others affected by our work are safe, healthy, and happy. We will achieve this by:

- Prioritising and integrating the management of health, safety, and welfare with the same passion and commitment that we pursue our creative work and production operations.
- Being inspirational leaders to create environments where people feel heard and respected, where work is inclusive and collaborative, and where people are consulted and engaged about the work that they do.
- Empowering people to act in the interests of their own health and safety and for others and engaging professional safety assistance and other specialist advice when required.
- Implementing a health and safety management system that takes a plan, do, check, act approach in alignment with HSE's guidance, Managing for health and Safety HSG65. We will monitor and review our performance.
- Planning and controlling work safely in the spirit of the law and to take acceptable risks. We will match our ambitions with resources and will work in accordance with best industry practices, standards and guidance.
- Creating a safe workplace with safe systems of work and providing excellent welfare facilities. Making plans to ensure the psychological health and wellbeing of everyone working on our productions who may be potentially affected by our work. Making plans for emergency situations including evacuation from fire, first aid, and rescue for work at height.
- Preventing accidents and cases or work-related ill health by applying the principles of the hierarchy of controls and will ensure the provision of instructions, information, training and supervision. We will ensure the safe handling, storage and transport of articles and substances and will provide health surveillance and personal protective equipment when needed.
- Recording and investigating near misses, incidents and accidents, and reporting in line with legal requirements, and any lessons learned will inform continuous improvements.
- This policy will be reviewed on an annual basis.



Mike Ellen

Managing Director

Monday 14th October 2024

2. Organisation roles and responsibilities

MIKE ELLEN, MANAGING DIRECTOR, is the senior person accountable to ensure that organisation and arrangements are made as outlined in this policy.

During the story development and pre-production phases of production, people sometimes work in the office and sometimes at home. The number of people working at any one-time ebbs and flows depending on what stage a production may be in development. Company safety risks are low during these times and all safety, health and wellbeing matters are monitored by, and escalated to Mike Ellen.

HEAD OF PRODUCTION

Sometimes when volume of work requires additional senior management, a Head of Production is engaged reporting directly to Mike Ellen. When this happens then all production safety organisation and arrangements for specific productions is devolved to the Head of Production.

SPECIFIC PRODUCTIONS

Specific management arrangements will be made in writing on every production. Our hierarchy of control is that the Series Producer or Producer is responsible for the health and safety management of a specific project. Any health and safety concerns will be escalated to the Head of Production or in their absence to the Managing Director, Mike Ellen.

For any specific production this will be the master health and safety policy applicable to all work. The specific organisation and management arrangements for each production will be designed and implemented by the Series Producer and attached to this policy as Appendix 1 to include details of the production:

- Working title
- Dates of production
- Type of trading entity
- Name and contact details of the Series Producer
- Registered company office or production office address
- A description of the specific management arrangements including an organisational chart.
- These arrangements must be updated as the production or project evolves through the phases of production from development, commissioning or funding, pre-production, production, post-production, and if any management arrangements change during any phase.
- A system of document version control.

SERIES PRODUCER OR PRODUCER

The Series Producer of a specific production will ensure that the arrangements listed in this policy are put into place for their production or project, and that competent people and contractors are engaged as required, and that adequate time and resources are made available to carry out any production ambitions and that competent people make risk assessments of all work. Series Producers and Producers are Line Managers.

LINE PRODUCER AND / OR PRODUCTION MANAGER

In practice, the implementation of safety arrangements, competence assessments, review of risk, provision of welfare facilities, and the management of the operational aspects of production will be devolved on a day-to-day basis to the Line Producer and / or the Production Manager who will be responsible to inform the producer of what is achievable and safe in consideration of production budget, schedule and resources. Any health and safety concerns will be escalated to the Series Producer. Any near misses, incidents or accidents will be investigated, and by engaging other competent help if needed, and if necessary, reported to the HSE (see RIDDOR guide in company digital files). Line Producers and Production Managers are Line Managers.

HEAD OF DEPARTMENT (HOD)

A Head of Department has a responsibility to make a risk assessment and to implement controls in their operational areas. Sometimes the day-to-day supervision of a department team will be delegated to a senior team member. A HOD must make clear arrangements with their supervisors to clarify who is in control of what, and to outline expectations for any work being undertaken. Any health and safety concerns or near misses, incidents or accidents will be escalated or reported to the Production Manager or Line Producer for investigation. HOD and Supervisors are Line Managers.

1ST ASSISTANT DIRECTOR (1ST AD)

Controls and coordinates health and safety in filming activity on set in studios or locations between Heads of Department on a day-to-day basis. They will carry out production risk assessments if competent to do so. Any health and safety concerns or near misses, incidents or accidents will be escalated or reported to the production manager or line producer. A 1st AD is a Line Manager.

DRAMA DIRECTOR

The Drama Director will not make the final decision on how controls to manage health and safety in script action are put into practice unless they are competent to do so. The 1st AD will ensure that work plans when shooting are coordinated and sequenced in accordance with plans made by any relevant competent person. Where creative changes are necessary to be made on the set floor, these must only be done when changes do not introduce other hazards that cannot be controlled. The 1st AD can make a dynamic risk assessment and record changes by some or all: email, text, photographs, video, audio, in advance of the new work plan being carried out. Anyone who directs an activity may be personally liable for their actions if accidents do occur.

PRODUCTION DESIGNER, DESIGNER, AND CONSTRUCTION MANAGER

Must make a risk assessment of their work. Any person making specific directions, designs, requirements, specifications or decisions on the allocation of budget and resources, may also have responsibilities as a Designer under the Construction Design and Management Regulations 2015. Design risk out at all phases of the production and in the life cycle of construction and de-construction. Work in accordance with production sustainability plan. Production Designers and Construction Manager is a Line Manager.

LOCATION MANAGER AND SCOUT

The locations teams are potentially exposed to higher risks than other crew members due to likely being first to encounter a hazard. This team is also more likely to work longer hours than other crew members during filming schedules due to being first there and last away. This team usually coordinates or facilitates the welfare provisions for the cast and crew daily throughout the filming schedule. It is therefore essential that consideration is given to support and resource the locations team appropriately for the scale of demand that a production requires, and that locations team members receive hazard awareness training. Location Manager is a Line Manager.

LINE MANAGERS

We understand that excellent line managers make a difference to how people feel and act at work and have a significant impact on psychological health and wellbeing. We empower and provide training for our line managers to be inspirational leaders and to support their teams. Our line managers are the ones who keep things running smoothly day-to-day. They need to understand our health, safety, and environmental policies, and make sure they're implemented in their teams. A Line Manager is responsible for:

- Making sure their teams are well-trained, know the hazards in their workplace, and understand how their work might affect others, both inside and outside the company. See Training in the Arrangements section of this policy for a list of typical industry related training required.
- Keeping records of training and competence and in compliance with company data protection policy.
- Identifying potential risks and putting in place the right measures to control them.
- Regularly checking for safety issues and working with safety representatives.
- Ensuring that information, instruction, training and supervision is provided to ensure safe systems and methods of work.
- Making plans for fire and emergency, first aid and psychological health.
- Monitoring and reviewing performance.
- Displaying statutory safety notices in premises used by productions.
- Providing safety noticeboards and other means of proactive communications.
- Taking steps to minimize unnecessary waste, save energy, and protect the environment.
- Encouraging recycling and responsible waste disposal.

ALL EMPLOYEES AND WORKERS

To fulfil the duties required of the Health and Safety at Work etc. Act 1974, all employees, including freelancers, temporary workers, and casual staff, have responsibilities under our company's policies and UK legislation. Everyone must:

- Co-operate with supervisors and managers on health and safety matters.
- Take reasonable care of their own health and safety, and for other people and property potentially affected by their actions.
- Use any personal protective equipment properly that is required to comply with necessary hazard controls.
- Participate in health surveillance as may be required.
- Not interfere with any items provided to maintain a safe place of work, facility, or activity.
- Report any safety concerns or incidents to a responsible person.
- Avoid taking unnecessary risks or putting themselves or others in danger.
- Make and maintain a sustainability plan to reduce our impacts on the environment as a company and production by production.

HEALTH AND SAFETY PROFESSIONAL

A Health and Safety Professional will be engaged on a production to support the production management team as may be required. This will usually include making specific risk assessments of script action, locations, studios and technical recces and accident investigations. On behalf of the Series Producer and / or Producer, the Line Producer and / or the Production Manager is responsible if they choose to implement any safety advice given.

3. Arrangements

RISK ASSESSMENT

Suitable and sufficient risk assessment will be made of all work activities, and including specific assessment of pregnant or nursing mothers, young people, and of any vulnerable groups, fire hazards, manual handling activities, work with display screen equipment in the office and used for work at home, asbestos, and lone working.

The company has made a generic risk assessment of the typical hazards found in drama production produced by a Chartered Safety Professional specialising in drama production (Neil Mac Ltd). The controls listed in the generic risk assessment are implemented and reviewed where they exist in day-to-day work. This document is also used as a reference guide to sources of standards and guidance when planning new work. Further specific risk assessments are made as necessary by competent people.

CONTRACTORS AND OTHER SAFETY SPECIALISTS

Health and safety assistance will be engaged from external suppliers when the competence does not exist in-house, for example this will sometimes include hiring a safety professional to advise on company or production policy and practices and to make risk assessments or competence checks on other specialists.

Sometimes this may involve hiring specialists for example, Stunt Coordinators, Fight Arrangers, SFX Supervisors, Armourers, Production Designers and Construction Managers, Structural or Scaffold Designers, Scaffolders, Riggers (event or rope), Child Chaperones, Mountain or expedition leaders, Medics. Industry registers of pre-vetted competent people and contractors will be used to source support where available. The company contractor competence evaluation form will be used to help make evaluations.

SET CONSTRUCTION DESIGN AND MANAGMENT

Specific management arrangements will be put in place when Construction Design Management Regulations 2015 (CDM) duty holder responsibilities are necessary and on assessment of the scale and complexity of the project. The HSE will be informed of applicable projects.

ELECTRICAL SYSTEMS

For BS7909:2023 Temporary electrical systems for entertainment and related purposes, Code of practice, the Line Producer is the Event Manager unless otherwise recorded. Fixed wiring systems will comply with BS7671:18th Edition. Electrical equipment will receive assessment of requirements for in-service inspection and testing in line with IET 5th Edition. See drama production generic risk assessment for other controls.

SAFE EQUIPMENT AND SYSTEMS OF WORK

We will source all work equipment from reputable and sustainable suppliers and maintain by competent people and contractors. Manufacturer safety and user instruction will form part of our safe systems of work. When working in other people's premises or land we will request all known risk information relevant to our occupation of the work environment, for example Asbestos registers and electrical inspections and

testing, and we will comply with any existing safe systems of work required by the local duty holders, for example to work at height.

INFORMATION RESOURCES AND RECORDS

We will maintain a digital library of procedures, information, guidance, further requirements, proforma checklist records, to support our line managers and teams in carrying out their responsibilities for example:

- Contractor competence evaluation
- Drama production risk assessment generic
- Risk assessment template
- Near miss, incident and accident reporting and investigating
- Inspection templates for work areas
- Display screen equipment for office and home
- Set design and construction and CDM
- Driving for work, Driving licence check records
- Work at height
- Work with electrical systems
- Manual handling
- Guidance for the use of substances hazardous to health
- Noise at work and noise as audio
- Safeguarding and working with children and vulnerable groups
- Requirements for location scouting, management and production welfare
- Studio operations
- First aid, medics, and mental health first aid in office, studio and location
- Fire risk assessment, procedures, evacuation, and fire prevention, checklist
- Consultation with workers, safety committees, and representatives
- On-boarding and induction
- Pre-employment medicals and health surveillance
- Provision of suitable personal protective equipment
- Health and safety training for first aiders, fire marshals, and other requirements
- Environmental sustainability policy and sustainability plans
- Legal register
- Horizon scanning and business continuity
- Training requirements and matrix
- Maintenance records for premises and plant
- BS7909 inspection and test records
- Policies, guidance, company ways of working
- Waste transfer notes
- Equipment operation and maintenance guides and records

All files will have system of document control and will comply with the company Data Protection Policy.

TRAINING

Typical training courses required in drama production include:

- Safeguarding and working with Children
- Manual Handling
- Display Screen Equipment
- First Aid
- Mental Health First Aid
- Fire Awareness
- Bullying & Harassment
- Anti-bribery
- Wellbeing and emotional Intelligence
- Diversity and inclusion
- Various managing production safety and risk assessment
- Design and construction and CDM Awareness
- Driving for work
- Noise awareness
- Work at height
- Environmental sustainability
- Other specific work task related training identified by risk assessment

SAFEGUARDING CHILDREN AND VULNERABLE GROUPS

The company has a specific Safeguarding Child Protection policy, and for when working with vulnerable groups. Everyone working with the company with children or vulnerable groups must understand the required practices through awareness training provided by the company that is suitable for their level of responsibility and contact with children or vulnerable groups.

CONSULTATION

Consultation will happen with employees and stakeholders to inform and review safety policy and practice, and change. We will do this by consulting with employees and their representatives on health and safety issues, providing regular updates on health and safety performance, encouraging feedback and participation on how to improve our practices.

COMMUNICATION AND COOPERATION

We will always cooperate and collaborate in good time to provide information, designs and resources, or to carry out our responsibilities, that enable plans to be made for safe working practices to be effectively delivered by our teams, our partners, or any legal duty holder in our work or affected by or work.

MONITORING AND CONTINUOUS IMPROVEMENT

Policy and practice are continually monitored reviewed and improved, and benchmarked with changing industry laws, standards and new thinking. This includes:

- Analysing near miss, incident and accident reports to identify trends and areas for improvement.

- Conducting regular safety audits and inspections.
- Reviewing our risk assessments and control measures.
- Updating our policies and procedures as needed to reflect changes in legislation or best practices.
- Keeping a register of the laws that govern our work, and of the relevant the standards and industry practices, and horizon scanning for change.

EQUALITY

We are committed to providing equal opportunities for all employees and contractors, regardless of their race, gender, age, disability, sexual orientation, religion, or belief. We strive to create a welcoming and inclusive work environment for everyone, and we provide awareness training for all our teams.

DISCIPLINARY ACTIONS

Any employee who breaches this policy may face disciplinary action, up to and including dismissal.

REPORTING SAFETY CONCERNS

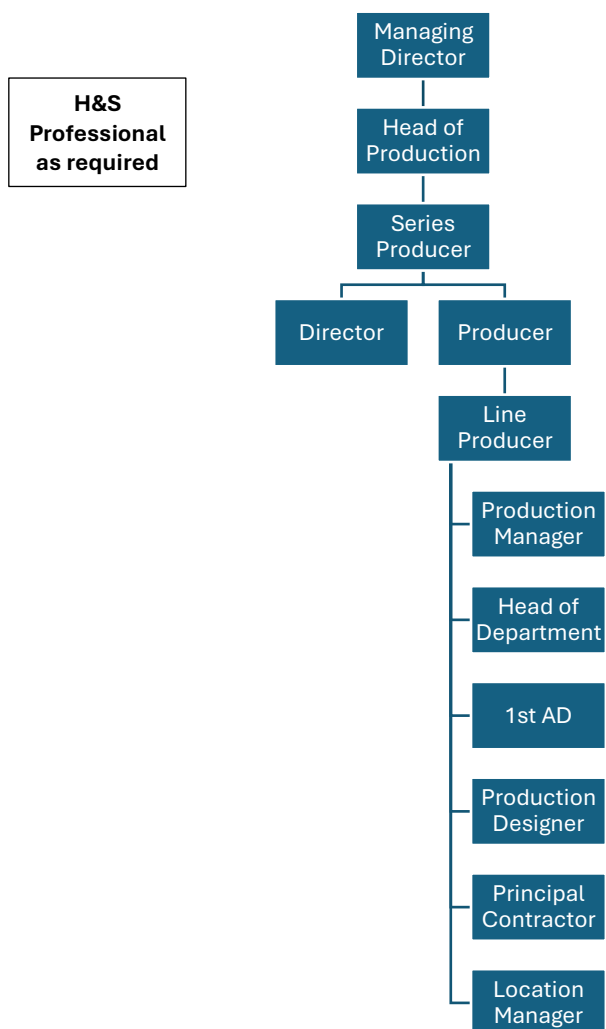
All health and safety concerns that cannot be resolved or improved by line management should be reported to the company Managing Director, Mike Ellen.

4. Appendix - Specific Productions

PRODUCTION DETAILS

WORKING TITLE	SUMMERWATER LTD
DATES OF PRODUCTION	SEPT 24 – AUG 25?
TYPE OF TRADING ENTITY	LTD COMPANY NUMBER XXXXXXXX?
HEAD OF PRODUCTION NAME, MOBILE, EMAIL	N/A
SERIES PRODUCER NAME, MOBILE, EMAIL	JULES HUSSEY, 07957643235
REGISTERED COMPANY OFFICE OR ADDRESS	SUMMERWATER LTD UNIT 46, ELDERPARK WORKSPACES 100 ELDERPARK STREET GLASGOW G51 3TF
KEY PEOPLE LIST	NAME, MOBILE AND EMAIL
PRODUCER	BLOCK 2 - LAURA FERGUSON, 07739027318 laurafergusonfreelance@gmail.com
LINE PRODUCER	NAN GOURLAY, 07779161596 nan.gourlay@freedomscripted.com
PRODUCTION MANAGER	ANDY GARDINER, 07719293815 andy.gardiner@freedomscripted.com
1 ST ASSISTANT DIRECTOR	BLOCK 1 – GRAHAM DROVER, 07920051646 grahamdrover@icloud.com BLOCK 2 – ABI ROSS, 07856058021 rossabigail@ymail.com
DIRECTOR	BLOCK 1 - ROBERT MCKILLOP 07736881967 robertmckillop@gmail.com BLOCK 2 – FIONA WALTON, 07740857031 Fiona.walton@gmail.com
PRODUCTION DESIGNER	STEPHEN MASON, 07813323720 stephemason@me.com
CONSTRUCTION MANAGER	TBC
LOCATION MANAGER	TIM MASKELL, 07921220865 tim.maskell@freedomscripted.com
HEALTH AND SAFETY PROFESSIONAL	NEIL MAC LTD, 07850718254, neil.mac@mac.com
OTHER	

SPECIFIC PRODUCTION ORGANISATION CHART



DOCUMENT VERSION CONTROL

VERSION	DATE	AUTHOR	CHANGES
1.0	13/10/24	Neil Mac	First draft