

HEALTH AND SAFETY POLICY FOR FILM/PRODUCTION COMPANIES

1. General
The list of H&S legislation applies to all Gallery activities. This may not be comprehensive, but is offered for guidance to companies who are expected to comply with this and other current relevant legislation.
2. Risk Assessments
The Film Company has a responsibility to ensure work undertaken by them or their sub-contractors has been assessed for hazards. The Contractor must provide a detailed written risk assessment of work PRIOR to the commencement of that work.
3. Fire
Under TWAM's Gallery Permit to Work System, a Hot Work Permit to work is required prior to any work producing sparks or flame is commenced.
Smoking is not allowed on TWAM premises.
Upon hearing the fire alarm sound you must evacuate the building via the nearest fire exit and assemble at the specified site assembly point.
TWAM operates a Permit to Work for some processes (as detailed in your Health and Safety Induction). Failure to comply with any Health and Safety legislation or failure to obtain the correct 'Permit to Work' will result in the stoppage of the work by TWAM's staff. In serious cases of non-compliance contractors may be liable to expulsion from site.
4. Control of Substances Hazardous to Health (COSHH)
PRIOR to its delivery to site (and at least 24 hrs prior to use), the Film Company is to supply full trade names and product data sheets for all hazardous substances proposed for use on any TWAM site - so that a full COSHH assessment can be made.
No exceptions can be allowed
5. First Aid
A suitable First Aid kit must be provided. TWAM have qualified First Aiders and the Contractor is to ensure that all people employed by him on TWAM sites know the procedures for contacting the appointed First Aiders and ambulance service.
6. Safety Signage
All suitable signage must be on display while work is in process.

7. **Fire Exits**
Designated Fire Exits must be kept free of obstructions at all times during the course of the filming.
8. **Person in charge**
The named person in charge (or an approved deputy) will remain on site to supervise the works for the duration of the contract.
The named person in charge (or an approved deputy) must be provided with a mobile 'phone or other acceptable method of direct communication with TWAM staff as requested (mobile 'phones or 2 way radios must never be used in such a way as to affect visitors).
9. **Advertisements**
The Film Company must not display any advertisement or name board without prior consent of the Building Manager.
10. **Protection of the Works**
The Film Company shall provide adequate protection to property belonging to or loaned to TWAM.
This will include protection to all finishes in the vicinity of the work and on the routes to and from the work site.
Protection must be maintained in a suitable and safe condition at all times during the course of the works.
The contractor will ensure the works are kept in a clean condition at all times and rubbish removed daily via the agreed routes and within the agreed timescales.
11. **Parking/Deliveries**
Contractors are expected to minimize noise nuisance to TWAM staff and neighbours at all times and especially when:
-entering or leaving the site
-loading or unloading goods or materials.
Vehicles must not be allowed to obstruct access routes or mount the pavements.
Access for plant and material deliveries will be by prior arrangement with TWAM.
12. **Ladders, scaffolds and mobile towers**
This equipment must be suitable for its intended purpose and prevailing safety precautions must be complied with.
Only properly trained operatives are to move or use the equipment.
Regular checks must be made to ensure the use, safety and stability of the equipment when in use.
Scaffold and Plant must NOT be left anywhere that it may be used by unauthorised persons.
Scaffolds must be certified by a competent person on completion and weekly thereafter.

The Film Company is to supply all tools and plant necessary for the execution of the works. The Contractor is to ensure any plant proposed for use will be able to gain access through the restricted access available (e.g. size of lifts, width of doorways etc.)

All such equipment is to be supplied used, and erected in accordance with relevant Codes of Practice (s).

All ladders and trestles or any other type of equipment that could aid unauthorised access to the site must be removed at the end of each working day or secured by padlock and chains agreed with security.

13. Personal Protective Equipment (PPE)

Following a risk assessment, if alternatives to PPE are not possible by eliminating the hazard then the Film Company must ensure that PPE equipment is provided for operatives without charge.

The equipment must be suitable for its purpose compatible with any other PPE in use and maintained in good order.

Operators must be fully trained in its use and must use it when required to do so.

14. Insurance

The Film Company shall indemnify TWAM against loss, claim, liability or other expense or proceedings whatsoever arising under any statute or at common law in respect of: -

- personal injury or death to any person
- loss, injury or damage to contents and property, building or structures owned by or in the control of TWAM
- loss or damage to executed work or materials provided for that work, fixed or unfixed.

The Film Company will ensure that he (and any subcontractors employed by him), comply with the requirements of the Employers Liability (Compulsory Insurance) Act 1969 and any Statutory Orders made thereunder, or any amendment or re-enactment thereof.

Value of Insurance: as specified in contract.

15. Security

The Film Company must follow any reasonable instructions given to them by TWAM staff whilst on site.

Vehicles, tool bags and boxes and any company or personal items being brought onto or off site may be searched by TWAM staff.

NO fixed external access equipment may be erected without prior consent of TWAM.

16. Personal Security

The Film Company should keep their belongings safe and secure whilst on site. TWAM does not accept responsibility for any loss or damage.

If you lose any property report it to a member of TWAM staff.

17. Forbidden on TWAM Sites

- Smoking
- Alcohol
- Drugs
- Weapons
- Explosives
- Animals
- Gambling
- Games
- Portable radio's, 'walkmans' etc
- Swearing/offensive language
- Nudity (the upper body as well as the lower must be clothed).
- No food or drinks to be consumed in galleries or display areas.

18. TWAM reserves the right to remove any person from the site for breaches of Health & Safety, Security or other Museum / Gallery rules.