



**Midas Productions (uk)
Ltd Health and Safety
Policy 2023**

Contents

Health and Safety as an integral part of management of Midas Productions (uk) Ltd	1
Midas Productions (uk) Ltd Health and Safety Policy	2
Policy Objectives.....	3
Monitoring, Auditing and Review.....	3
Environmental Policy.....	4
Organisation and Responsibilities	5
Owner/Director	5
External Health & Safety Advisor	5
Staff Representatives	5
Clients and Other Venues.....	7
Contractors.....	8
Arrangements for Health and Safety Management	9
Objectives, Targets and Plans.....	9
Information, Communication and Consultation	9
Facilities and welfare.....	10
Risk Assessment	10
Safe Working Procedures	10
Recruitment & Selection	11
Training.....	11
Reporting and Investigation	12
Monitoring and Review	12
Safety Tour (Monthly):	12
Safety Inspection (6-Monthly):.....	13
Health & Safety Review (Annual - January):.....	13
Reactive Response.....	13
Emergency Preparedness and Response.....	13
First aid arrangements:	14
Fire:.....	14
Major Incident - Bomb/Terrorist Threat/Civil Disorder:	16

Health and Safety as an integral part of management of Midas Productions (uk) Ltd

Midas Productions (uk) Ltd recognises its duty under the general provisions of the Health and Safety at Work etc Act 1974, to provide a safe place of work and a healthy working environment. We understand how these are essential elements of a successful organisation. We believe that excellence in the management of health and safety is a fundamental part of our strategic planning.

Our safety policy is to do all that is reasonably practicable to protect employees and contractors from personal injury, to prevent damage to property and to protect visitors and the general public from foreseeable risk presented by the Company's undertakings and operations. The Company regards the promotion of Health and Safety measures to be the mutual objective of management and staff at all levels.

To be successful, it is essential that we have the full support and commitment of all staff, full time and freelance, our contractors and clients. To this end, senior management are explicitly responsible for embedding a positive safety culture and integrating health and safety with other management systems at all levels.

Midas Productions (uk) Ltd has an overarching Health & Safety Policy which sets out the organisation and arrangements of the Company.

This Health and Safety Policy sets out to further define health and safety management within the Company's creative construction and associated activities.

David Noble

DATE: ____/____/____

Director, Midas Productions (uk) Ltd

Andrew Dann

DATE: ____/____/____

Director, Midas Productions (uk) Ltd

Midas Productions (uk) Ltd Health and Safety Policy GENERAL SAFETY STATEMENT

The Company recognises that we share the responsibility for the health and safety of everyone who works for, and undertakes work on behalf of the Midas Productions (uk) Ltd and for the effect our work and activities may have on others such as our staff, clients, contractors and sub-contractors, visitors and the public.

We share the responsibility for ensuring, so far as is reasonably practicable, that everyone involved with the Company is able to do so in a safe and healthy environment and that their activities are free from risk to themselves and other people.

This policy shows the organisation and arrangements we make in order to achieve this and to comply with the Health and Safety at Work etc. Act 1974; the Management of Health and Safety at Work Regulations 1999 and all other relevant legislation and statutory bodies as appropriate.

The Company acknowledges that these are minimum standards of compliance and will engage fully with everyone involved to improve standards wherever possible. We will ensure, so far as is reasonably practicable, that:

- our workplaces and the means of accessing them are maintained in a safe and healthy condition,
- our working environments (i.e. lighting, heating, air quality) are without risk and there are adequate facilities and arrangements for everyone's welfare,
- all plant and equipment is safe to use and that safe systems of work are devised and followed,
- there are proper arrangements for controlling risks to health in connection with the use, handling, storage and transport of articles and substances,
- everyone involved is given sufficient information, instruction, training and supervision at the right level to ensure their health and safety at work.

It is of course, vital to the success of this policy that everyone in the Company and everyone associated with the Company plays their part in always maintaining a high standard of health and safety. This includes taking care of themselves and others, following the agreed working procedures and reporting any hazards as soon as possible.

By working together, we can keep our standards high giving confidence to everyone involved both now and in the future. For your own safety's sake and for the safety of others please make sure you understand and follow the arrangements in this policy

We will ensure this Policy is reviewed and updated to take account of new knowledge and new legal requirements and we will bring those amendments to your attention and make sure you receive appropriate information. This will be done at least annually.

_____ **Company Director** **Date:** ____/____/____

_____ **Company Director** **Date:** ____/____/____

Policy Objectives

This policy shows our commitment to enduring high standards of health and safety in our activities. We will, so far as is reasonably practicable, take all precautions to ensure the health and safety of all people, who may be affected by our activities. We will pay particular attention to the provision of the following:

- A safe and healthy working environment which complies with all relevant health, safety and welfare legislation and standards
- Safe places of work and safe access to and from them
- Adequate welfare facilities
- Safe plant, equipment, and systems of work
- Arrangements for the safe use, handling, storage and transport of articles, materials, and substances
- Sufficient information, instruction, training, and supervision to enable all affected persons to contribute to their own health and safety and to avoid hazards
- Arrangements for safety inspections and the reporting and investigation of incidents, accidents occupational ill health or other hazards
- Arrangements for the effective planning, organisation, control monitoring and review of our preventative and protective measures
- Arrangements for suitable and sufficient risk assessments to be undertaken and for records to be kept and made available to all employees
- Arrangements for adequate consultation with workers over matters that affect their health and safety.

Monitoring, Auditing and Review

The Senior Management of Midas Productions (uk) Ltd are involved with operations on a daily basis and monitor health and safety procedures as a matter of course. They are approachable at all times and will encourage an open and honest “no blame” culture of safety management of issues, accident, incident and near-miss reporting, and generally responding positively to all queries and concerns.

The Company will carry out regular inspections and reviews of its safety management systems and performance and monitor the effectiveness of this policy. We will formally discuss health and safety matters at regular meetings. From time to time our safety consultant will help us with this.

The policy will be updated to comply with new legislation after the appropriate consultation with staff and others affected. Any amendments will be brought to the attention of all workers and contractors etc. This policy will be reviewed at least annually.

Environmental Policy

It is our Policy to make sure as far as we can that we do not harm the environment during the course of our work. We recognise that respect for the environment makes good practical sense and therefore place high importance on complying with the requirements of all environmental legislation and the latest developments and guidance.

We will encourage the people who work for and with us to avoid harming the environment and to report any potential environmental hazards to us. We will also ask them to give us ideas on steps that we can take to protect the environment from our work activities.

We require our suppliers and contractors to have a proper regard to our Environmental Policy in relation to goods and services they provide for us and when hiring plant and equipment or purchasing new transport or equipment we will take into account their energy efficient properties.

We will endeavour to conserve the use of resources, particularly those which are considered scarce or non-renewable. Specifically we will:

- Avoid waste and encourage conservation, re-use and recycling by our waste disposal management
- Reduce air, land and water pollution, e.g. toxic chemical sprays and substances

We will minimise emissions to the atmosphere when working and will ensure that all plant, transport, and equipment is regularly maintained to minimise pollution.

We will be sensitive to the environmental concerns of our neighbours and the communities in which we operate.

Having due regard to our Duty of Care we will ensure that, debris and rubbish will be removed from our sites in designated skips etc by a licensed carrier to an authorised disposal facility.

This Policy will be reviewed at least annually in line with the overall Health & Safety Policy.

Organisation and Responsibilities

Owner/Director

It shall be the responsibility of the Directors to:

- ensure Midas Productions (uk) Ltd has an effective health and safety policy.
- ensure that the Company's health and safety policies are regularly reviewed and updated as necessary, to ensure compliance with all statutory obligations.
- make available the necessary resources for the safe operation of all the Company's activities and ensure funds are available to meet the Policy's requirements.
- ensure that responsibility for health and safety is properly assigned and promote active acceptance of this responsibility throughout the Company and its associates.
- work to develop a culture of active engagement with health and safety issues.

The Director will be assisted by the Health and Safety Advisors and for the strategic management of health and safety. On-going strategic management and executive decision-making processes may be beyond the remit of the Directors and are delegated as described below.

External Health & Safety Advisor

The Director has appointed Sygma Safety & Events Ltd as Health & Safety Advisors with the following tasks regarding Health and Safety at Midas Productions (uk) Ltd.

- To ensure that the Director reviews, at least annually, the Company health and safety performance, and that the Policy, Organisation and Responsibilities and Arrangements documents reflect current staff responsibilities and priorities.
- To inform the Directors about any significant changes to legislation, regulations, or current trends regarding Health & Safety.
- To assist in preparing H&S documents on an ad-hoc basis
- To provide Training Needs Analysis for staff based on the Company Risk Assessments and Policies.
- To provide phone and e-mail advice on H&S matters to the Director or any Midas Productions (uk) Ltd staff/freelancers on an ad-hoc basis.

Staff Representatives

All Midas Productions (uk) Ltd staff have responsibilities under the Health & Safety at Work Act 1974 and the Management Regulations 1999 to assist the Director and anyone at Midas Productions (uk) Ltd with provisions for safety including, but not limited to:

- take reasonable care for the health and safety of him/herself and others who may be affected by his/her acts or omissions at work
- co-operate with the Company in complying with any requirements or duty imposed under any relevant legislation, and in implementing the safety planning

- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare.

It is the legal responsibility of each worker, contractor, and participant to work safely.

Notes on employment status - Self-Employed/Freelance/Casual Workers etc.

Freelance, part time, casual and contract workers employed will be controlled, so far as is reasonably practicable, as though they are employees of Midas Productions (uk) Ltd. This also applies to someone doing in-house training, an intern or a trainee on work experience.

‘Freelance’ is generally applied to anyone who is not permanently employed, but is engaged on a short-term or fixed-term contract to provide services in a personal capacity. Where a freelance is clearly working under the direction of the Company or the employer’s agent, they should be treated as an ‘employee’ for health and safety purposes. Tax status is not the deciding factor in making this judgement. People working under the control and direction of others may be treated as self-employed for tax and National Insurance purposes but are ‘employees’ for health and safety purposes.

In general terms all workers must:

- co-operate with management on all aspects of safety and support managers and Health and Safety representatives in carrying out their roles
- comply with the Company’s Health & Safety Policy and other procedures
- be aware of relevant emergency action plans and to observe the Fire and Emergency Evacuation Procedure and learn the position of all first aid and fire equipment and exit routes and act accordingly
- set a personal example - dress sensibly and safely for their working activities and environment
- maintain a personal workplace that is free from hazards, and to report hazards or concerns beyond their control
- ensure that good standards of housekeeping and hygiene are maintained; keep workplaces clean, tidy and with emergency routes and equipment unobstructed
- comply with all written or verbal instructions given concerning work activities, plant and equipment, materials, substances
- make sure that, for any hazards affecting them, they know and understand their role in applying the risk control measures– if you’re not sure ASK!
- conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay or behaviour which may endanger the health and safety of themselves or others
- ensure equipment is used for its intended purpose, according to the instructions given to them by their Supervisor, maintained in good condition and any defects reported management immediately. And not operate any equipment they have not been specifically trained to use.

- check that all health and safety equipment, such as guards, safety interlocks, outriggers on access towers etc, are always in position, used properly and kept in a good serviceable condition. Report any defects to the appropriate manager without delay, and if necessary, arrange for unsafe plant or equipment to be temporarily isolated until safety repairs have been completed
- make full and proper use of any safety equipment and control measures identified in risk assessments including use of PPE (personal protective equipment), safety footwear, hard hats, gloves etc. required and provided by the Company for protection
- keep their own tools and portable equipment in good condition
- be able to freely report any concern regarding health and safety hazard within their work area or any concerns about unsafe situations or circumstances to the management
- report all incidents or accidents to management, whether injury is sustained or not, and co-operate with the relevant management in accident and incident investigations
- attend as requested any training course, meeting, etc. designed to further the interests of health and safety
- identify and request training needs to maintain their competence
- not invite visitors onto the premises without permission from management
- not consume food or drink in areas where there is a risk of contamination

The Company recognises that some workers are at special risk due to youth and/or inexperience. Management will identify their role in all work and ensure suitable training, supervision, and monitoring.

Midas Productions (uk) Ltd recognises that some workers or contractors, where English is not their first language, may have communication difficulties. Management will identify their role in the work and provide suitable supervision and monitoring. The Company recognises that a worker's verbal or written acknowledgement of information may not in itself be an adequate control and will monitor actively to ensure, so far as is reasonably practicable, effective information exchange.

All workers may, from time to time be at increased risk of injury or ill-health resulting from work activities. The Company therefore requires that all workers advise their manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

Clients and Other Venues

Our clients and the other venues we work in also have duties for health & safety. This includes all site-specific locations and 'found spaces'. The persons in control of the premises have legal duties to:

- provide us with adequate information on the hazards and risks in the premises and/or the environment they control

- cooperate with us and coordinate the activities and procedures of themselves and their contractors with ours
- take account of information we give them relating to health & safety in particular our method statements and risk assessments
- look after themselves and others and to make sure nothing they do causes a danger to anyone by their actions
- not interfere or misuse anything provided for safety reasons.

Contractors

A contractor is a company or individual who provides services to an organisation or production. It includes suppliers of goods, machinery, and equipment. These services may often be supplied as a package, with their own employees, freelancers, or sub-contractors, acting as operatives, drivers etc.

It is a condition of contract with all organisations who supply contractual services to Midas Productions (uk) Ltd to ensure that a copy of their Health and Safety at Work Policy and appropriate risk management documents; risk assessments etc. are deposited with the Company's representative. The Contractors are then responsible for controlling the works involved and to ensure that the required standards apply to all who work with them.

All Contractors engaged by Midas Productions (uk) Ltd have a responsibility to carry out their work in a safe manner regarding their own staff, sub-contractors, our staff and premises, and other users of the building/site.

Overall responsibility will remain with the management that engage contractors - who are required to:

- ensure that the Contractors are competent to carry out their work;
- adequately inform Contractors as to the risks which may be present in the work area concerned.
- ensure all Contractors are site inducted.
- monitor activities being undertaken to ensure compliance with health and safety procedures of all parties.

Visitors

Visitors and public are not familiar with our activities, so we need to make sure that they are protected from harm.

All visitors to our premises must check in with one of our people who will take responsibility for their safety throughout their visit.

We will make sure that our visitors are given sufficient information about the hazards and risks in the premises so that they can look after themselves and make sure that they don't do anything that may be a danger to anyone else. We'll also make sure they are given information about what to do in an emergency.

We will make sure that access to our work areas is restricted to authorised people wherever possible or that we stop work if necessary if people are nearby.

From time to time when we are working on public road and spaces, we will cooperate with all stakeholders to make sure that relevant information is provided so the public are aware of what we are doing.

Arrangements for Health and Safety Management

Objectives, Targets and Plans

Midas Productions (uk) Ltd plans its health and safety activities at all levels, setting objectives, targets to meet the objectives, and planning appropriate organisation and arrangements to meet the targets.

Information, Communication and Consultation

The Company formally consults with all workers; however, it is the Company's intention that communication on health and safety matters should reach all levels of the organisation on an ongoing basis and be as open and informal as possible to encourage genuine involvement.

Midas Productions (uk) Ltd consults with all workers (both full time and freelance) on Health & Safety matters, particularly with regard to:

- introduction of any measure that will affect the health and safety of employees/contractors and visitors.
- arrangements for appointing/ nominating persons to assist in complying with relevant legislation and to assist in emergency procedures.
- provision of relevant information as required under health and safety legislation.
- planning and organisation of relevant health and safety training required to be provided to the employees.
- health and safety consequences of introducing new technologies or risks into the Company.

A copy of this policy is given to every one of our workers which gives overall health and safety information. We'll also have available copies of risk assessments related to the work you do. Management briefings and supervision will develop with new equipment, operations, or practices and at each site the relevant Manager will ensure that the safety issues are communicated to workers by an induction briefing before starting work.

We will make sure we consult with you on developing our risk assessments and as part of our day-to-day activities and will take account of all comments or concerns.

We'll also organise scheduled safety meetings with workers from time to time. If you feel you haven't been consulted, please tell us so we can talk to you.

Facilities and welfare

We provide the following suitable facilities at our premises:

- toilets
- hot and cold running water with soap or anti-bacterial handwash
- food preparation area
- food storage areas
- comfortable seating for rest periods
- place to store and dry wet clothing

We'll make every effort to have these standards maintained when we work in other premises.

Risk Assessment

Midas Productions (uk) Ltd will ensure there are appropriate systems for identifying, assessing, and controlling risk. For most activities undertaken by the Company generic risk assessments are completed and relevant, generic safe systems of work developed.

In further developing these procedures the Company will seek to integrate risk assessment with other aspects of line management. In particular, the following principles will be used:

The people, team or contractor generating, or giving rise to, the risk is responsible for ensuring that the risk is assessed and effectively controlled

Risk Assessment will involve those affected by potential hazards identified as well as by those creating the hazards

Workers are trained and competent to carry out ongoing informal on-site risk assessments for their immediate work area and for activities that they undertake; and to use their skills and experience to assess whether the generic risk assessments and safe systems of work are compatible with the activity and working environment.

In cases where generic risk assessments and safe systems of work are not compatible with the activities; on-site risk assessments will be completed, and safe systems of work developed by management and workers. Sometimes it will be appropriate to formally record these.

Where workers discover risks that are outside their competence to assess and control, they should contact management who will arrange for assistance.

Visiting Companies and Contractors are required to produce suitable risk assessments, method statements and safe systems of work for all hazardous activities that they undertake working for Midas Productions (uk) Ltd.

Safe Working Procedures

Our core principles for health and safety are set out in the Health & Safety Policy and organisation and arrangements for health and safety at work. The following Safe Working Procedures document further identifies a range of our work activities and the general and specific hazards that may be encountered and sets out safe working procedures for workers and contractors to follow.

Recruitment & Selection

We will give equality of opportunity to all applicants; will not discriminate on grounds of gender, race or physical ability and will award jobs on merit and suitability. It is recognised however that the physical demands of some of our work is beyond the capabilities of some people and it is in everyone's best interests that applicants are suitable assessed for the work involved.

Each case is taken on its merits and where necessary advice may be sought from a competent person (Occupational Doctor or H&S Advisor etc) to decide. At the appointment stage applicants will be asked to provide health information relevant to the demands of the job so that needs and capabilities may be properly considered.

Training

Safety training is an integral part of an effective health and safety programme and it's important that every worker is trained to carry out their work safely. It is our policy to recruit and retain competent workers, and to train and supervise new and/or young workers to develop their competence. Good performance can only be achieved by good selection and development of our people.

In our planning we will implement a combination of information provision, specialist advice, education and skills training and development to allow workers to always carry out their duties effectively and safely. The extent to which any of these factors is required will depend upon the individual's specific health and safety responsibilities and the nature and extent of their work.

New employees will be given induction training. No worker will be asked to do anything without the proper training, instruction, or information.

Key safety training points are:

- welfare arrangements
- fire and emergency evacuation
- procedures first aid arrangements
- supervision – where you get information from and who to report concerns to accident reporting
- risk assessments
- safe working procedures for the job
- personal protective equipment (PPE)

We will determine and specify health & safety training requirements for key staff at all levels. This training schedule will be reviewed on an annual basis. In addition, it will be a local requirement that each role is examined, and an element of essential and preferred health and safety training is recorded and developed where appropriate. All workers will be in-house trained in our safe working procedures and the safe use of any equipment provided by the company.

All health and safety related training will, so far as possible, be planned and organised with the involvement of the relevant stakeholders. However, responsibility for appropriate health and safety training for key personnel and day-to-day operational activity rests with the management.

Reporting and Investigation

It is our aim to develop a “no blame” culture whereby all accidents, incidents and ill-health are reported without prejudice. The system will be accessible by all staff.

All such reports will be investigated to an appropriate level with a view to finding the root cause and incidental failures, and to learn lessons and take improvement actions where appropriate. Line management will be engaged in this process. Information will be analysed to develop meaningful statistics on performance and trends.

Management will ensure that statutory reports to relevant authorities will be submitted in good time.

Monitoring and Review

Management keeps the health & safety management system under ongoing review. Reviews resulting in changes to and development of significant policies and procedures are subject to our consultation arrangements.

The Health and Safety Policy Statement; Organisation & Responsibilities & Arrangements documents are reviewed on an annual basis, signed, and dated by the Director and displayed for all staff.

Walkarounds and informal inspections:

Managers should ensure that a **walkaround** is completed from time to time for workplaces, staff, and activities under their control.

Safety Tour (Monthly):

To check our working conditions and ensure our safe working practices are being followed we will conduct a monthly workplace ‘walkaround’ of the workshop premises. When appropriate this will be followed by a health and safety meeting with the relevant workers to pass on information and feedback and respond to concerns. The safety tour will examine:

- Safety and conditions of the working environment Safe and unsafe working practices
- Use, lack of use or misuse of safety protective systems and equipment.

Feedback should be given to workers in areas being toured. Remember to encourage where praise is due, as well as pickup on issues where necessary. Where safety problems are identified that have been remedied by talking directly to the workers concerned, no further action is required. Where a wider problem has been identified, all those concerned should be notified and issues may be considered at a Safety Meeting or Toolbox Talk as appropriate.

Where a problem that has serious safety implications has been identified, the Director and H&S Advisors must be notified

Safety Inspection (6-Monthly):

A formal Safety Inspection, for workplaces, workers and our activities will take place once every six months.

Feedback and subsequent action will be in line with the practices identified in the Safety Tours section above. A record of the safety inspection should be completed and saved on file.

Health & Safety Review (Annual - January):

The safety systems, safety management and safe working practices should be audited by the external Health & Safety Advisors once every year commencing January 2022.

- the Health & Safety Policy is reviewed and maintained up to date in respect of legislation the Health & Safety Policy and practices are amended where weaknesses have been
- identified (in particular, with reference to the year's incident and accident reports and statistics)

Managers should ensure that this Health & Safety Policy is maintained up to date in respect of the review of procedures, risk assessments and safe systems of work affecting them.

All workers are required to cooperate fully with the review.

The review should be completed within two weeks and the results of the safety audit should be presented to staff within one month of completion of the review.

Reactive Response

Audits, internal inspections, complaints, investigations, fire drills, etc. all produce actions.

All agreed actions will be given a low, medium, or high priority. Progress will be monitored against the following targets:

Low	6 months to close out
Medium	3 months to close out
High	1 month to close out or make satisfactory progress

Low and medium priority actions that are not achieved within the target period will be reprioritised into the next, higher category. Any high priority issues that are not completely closed out in 1 month shall be reported to the Health & Safety Advisors, who will assess progress towards completion and decide what further instruction, action or reporting is required.

Emergency Preparedness and Response

Midas Productions (uk) Ltd has developed, and will keep under review, plans and procedures to prepare for reasonably foreseeable emergency situations. These are currently detailed under separate procedures and guidance covering:

- First aid arrangements
- Fire precautions and emergency evacuation
- Major incidents

First aid arrangements:

Management is responsible for first aid arrangements within the Company.

Risk assessment across the Company will establish a suitable level of cover across all areas. This will usually be training of an appropriate number of staff to First Aid at Work or Appointed Person qualifications.

Premises will be equipped with suitable first aid kits including specialist items where necessary – eye wash kits etc. Further first aid kits will be available for when we work off-site. The contents of first aid kits are regularly checked and items replaced as necessary.

First-aid trained personnel will:

- take charge of injury/ill health situations
- provide first-aid assistance or advice within the scope of their training
- seek support from the emergency services where necessary
- ensure that the accident book and internal accident forms are completed
- keep their allocated first-aid kits stocked, in date and in a suitable location
- inform management in good time when refresher training is due
- provide advice on precautions required to prevent the potential spread of disease from body fluids (eg blood, vomit etc) when attending to sickness or an injury
- provide advice on precautions required to prevent the potential spread of blood borne disease when attending to an injury

Fire:

Fire is a killer - 1000 people die every year because of fires. It costs lives, health, jobs, property, and costs millions of pounds.

Fires, however big they are start small. You must take care when you are working to avoid leaving things around which could start or fuel a fire and be aware of any potential fire hazards. We will arrange health and safety training to include fire prevention. Although our primary action in the event of fire is evacuation, we will arrange suitable fire safety equipment to prevent small fires spreading, if safe to do so, and to facilitate evacuation. Fire extinguishers should be grouped together and positioned on escape routes, close to the exit from the room or floor, or the final exit from the building.

In line with the Regulatory Reform (Fire Safety) Order 2005 the Company will ensure a fire risk assessment for the various premises has been carried out – see separate document.

Fire drills will be carried out at least once a year.

A Fire Logbook will be maintained and record the dates of all the above fire precautions, drills, test, and inspections.

Fire procedure notices will be displayed by all fire evacuation alarm points and appliances.

All staff will be trained in the use of fire extinguishers and evacuation procedures.

Evacuation procedure will be drawn up by the relevant manager and will be brought to the attention of all workers. The procedure will detail fire assembly points, premises checks and head count.

Escape routes and fire exits are checked daily by the first employee into each building and any problems reported to the relevant Manager. Materials and equipment will not be stacked or stored to obstruct exit doors, corridors or stairs and will follow the site guidelines on emergency vehicle access arrangements.

Any staging, set or elements designed and installed by the shall be designed, constructed, and installed so that it does not present a fire risk or compromise the safety of the space into which it is installed.

All vehicles used shall be equipped with a suitable fire extinguisher to deal with vehicle fires and site situations.

Off Site Arrangements:

When working off site the Project Manager will ensure workers and contractors are familiar with fire procedures, including fire alarms, evacuation routes, muster points and the location of Fire Points. If you are not told, please ask - don't wait to be told. Make sure you understand the procedures and where any assembly points are.

Fire Prevention & Protection:

- Keep all fire exits clear - doors and access routes
- Keep fire extinguishers free from obstructions and readily available in their designated positions
- Ensure you know the site of fire extinguishers, how to identify the different types of extinguishers and their uses, and how to operate them
- Remember water extinguishers must **NEVER** be used on electrical fires.
- Do not smoke in areas marked NO SMOKING or NO NAKED FLAME
- Familiarise yourself with the site of fire exits
- Ensure chains are not put on fire doors when anyone is inside the premises Do not prop open fire doors, they must always be closed
- Maintain good housekeeping habits by not allowing combustible materials and debris to accumulate. Empty and clear waste bins regularly
- Do not use unofficial heating, lighting, or cooking appliances
- Store Flammable & Explosive materials safely & correctly
- Do not put clothing, tea towels and towels on or near heating appliances
- Ensure all electrical appliances are in good repair; remove any defective appliances from use until they have been correctly repaired
- At the end of work switch off all non-essential electrical equipment Close all doors & windows before leaving premises

Fire Emergency General Instructions:

On hearing fire alarm:

- An appointed person will call the Fire Service
- Evacuate Building immediately ensuring nobody is left in your area.
- Use nearest available exit.

If you discover a fire:

- Raise the alarm by breaking the glass at the nearest fire point and evacuate the premises. Tackle the fire **ONLY** if it is safe to do so. Do not take personal risks
- **DO NOT** fight a fire larger than a wastepaper basket. Make sure you have an escape route and that the fire is not between you and the exit Do not stop to collect personal belongings
- Turn your back on the fire and escape to a place of safety

Call the Fire Service by dialling 999 and give the following information:

- Your name
- Name and address of the premises
- If anyone is missing or presumed trapped
- Any specific fire hazards, e.g. pyrotechnics or LPG etc. Inform adjoining premises of any danger
- Go straight to the designated assembly point
- **DO NOT** re-enter building until officially instructed to do so

The planning for other contingencies that do not threaten life, health or safety, (e.g. business continuity management), is not part of the Health and Safety management system. These issues are dealt with by Senior Management and follow other relevant procedures.

Major Incident - Bomb/Terrorist Threat/Civil Disorder:

The Government continues to maintain a state of heightened readiness in response to the threat from international terrorism. It remains the Government's policy to issue warnings or advice if this ever became necessary to protect public safety in the event of a specific and credible terrorist threat.

The current threat level (June 2022) from international terrorism for the UK is assessed as **SUBSTANTIAL**

SUBSTANTIAL means that a terrorist attack is a strong possibility. There are five levels of threat:

- **critical** – an attack is expected imminently
- **severe** – an attack is highly likely
- **substantial** – an attack is a strong possibility
- **moderate** – an attack is possible but not likely
- **low** – an attack is unlikely

Source and form of the threat:

The threat of international terrorism comes from a diverse range of sources, including IS/Al Qaida and associated networks, and those who share IS/Al Qaida's ideology but do not have direct contact with them. A threat could manifest itself from a lone individual or group, rather than a larger network. Domestic terrorism related to Northern Ireland, principally from Republican terrorist groups, also remains a threat.

The terrorist threat can take a number of forms, as terrorists may use a variety of methods of attack to achieve their objectives. These may include explosive devices, firearms, missiles, kidnapping, infiltration, and electronic attacks. See the Centre for the Protection of National Infrastructure (CPNI) website for practical advice on how to defend against these threats.
www.cpni.gov.uk/

Staff should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: **0800 789 321**. <https://www.gov.uk/terrorism-national-emergency/terrorism-threat-levels>

Staff should be briefed to be vigilant and to report any suspicious activity and/or packages to relevant management. Key points are:

- Don't touch it
- Keep others away
- Don't cause panic
- Notify senior management immediately

It is extremely unlikely that Midas Productions (uk) Ltd will receive a bomb threat on site. However, any staff likely to receive a call will be briefed to pay attention to the Bomb Threat Checklist.

If a bomb threat is received staff should contact senior management immediately who will liaise with the Police and Fire & Rescue Service. They will then evacuate the area using the most appropriate procedures and liaise with the Police to carry out a search of the area if appropriate.

The Police will be asked to provide their most up to date intelligence reports in the lead up to any significant events.



**IN THE RARE EVENT OF
a firearms or weapons attack**

RUN - to a place of safety. This is a better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE - Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can.

TELL - the police by calling 999 when it is safe to do so.

www.npcc.police.uk/staysafe

Midas Productions (uk) Ltd

Personnel record form

Name			
Address			
Home phone		other	
Mobile		D.O.B	
Payroll number?		If Self-employed	
NI number			
Date joined Midas Productions (uk) Ltd?		Insurance details attached	
Any medical conditions? e.g. diabetes, epilepsy asthma			
Alternative contact			
Address			
Phone contact			
Training qualifications	Date	Details	
SPA Safety Passport			
Manual handling			
First aid at work			
	✓		
Trained & competent on	Date	Signed for Midas Productions (uk) Ltd	Workers sign off
Ladders & stepladders			
Hand and Electrical Tools			
Access towers			
MEWPs			
Workshop machinery			
Workers sign off			
I've received a copy of the Midas Productions (uk) Ltd Co. Health and Safety Policy which I have read and will keep safely for my reference. I understand that I can approach management at any time with any health and safety questions or concerns.			
Date:		Signed:	