



## Health and Safety Policy

### Rural Media – Film, Audio, Media Production and Skills Training

Written: 28.08.2025

For review: August 2026

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#### 1. Policy Statement

Rural Media is committed to ensuring the health, safety, and welfare of all employees, freelancers, trainees, students, contractors, and visitors involved in our film, media, and training activities. We recognise our duty of care to provide a safe working and learning environment, prevent accidents and work-related ill health, and comply with all relevant health and safety legislation.

We also acknowledge the unique risks associated with film and media production, including on-location shoots, studio-based activities, and the delivery of practical training. Our goal is to embed a strong culture of safety in all aspects of our operations.

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#### 2. Scope

This policy applies to:

- All employees and freelance crew engaged in production work.
  - All trainees, students, and participants enrolled in training programmes.
  - Contractors, suppliers, and visitors working on or attending productions, studios, offices, or training environments.
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#### 3. Responsibilities

##### Company Directors / Senior Management

- Provide leadership and clear guidelines and resources for health and safety.
- Ensure risk assessments are conducted and control measures are implemented.
- Maintain compliance with statutory health and safety obligations.
- Review this policy annually or following significant changes in operations.
- Provide appropriate specific training where needed (eg; BECTU Health & Safety for Productions, First Aid, COSH or VDU Training)

### Line Managers / Trainers / Production Leads

- Ensure safe working practices are followed on set, in studios, classrooms, and workshops.
- Brief staff, trainees, and visitors on site-specific risks and emergency procedures.
- Report, investigate, and record accidents, near-misses, and unsafe conditions.
- Act as role models for safe working behaviour.

### Employees, Freelancers, and Trainees

- Take reasonable care of their own health and safety and that of others.
- Follow all safety instructions, training, and procedures.
- Use equipment and PPE (Personal Protective Equipment) correctly.
- Report hazards, unsafe practices, and incidents immediately.

The person with overall responsibility for Health & Safety is Head of Production; Julie Colman

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## 4. Risk Management

- **Risk Assessments** will be carried out for all productions, training sessions, travel, and events.
  - **Safe Systems of Work** will be developed and implemented for hazardous tasks (e.g., electrical use, working at height, manual handling, use of props/equipment).
  - **Specialist Risks** such as stunts, pyrotechnics, or work with animals will only be undertaken with competent supervision and additional controls.
  - **Additional Policies** Guidelines for Lone Working, Working From Home and Welfare of Staff and Participants are available as separate documents
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## 5. Training and Competence

- All employees, freelancers, and trainees will receive induction training covering general health and safety, fire safety, first aid and emergency procedures.
- Job- and task-specific training will be provided (e.g., camera rigging, electrical safety, safe handling of media equipment).
- Trainers delivering courses are responsible for ensuring participants understand and follow safety procedures.
- Records of training will be maintained.

## 6. Welfare and Wellbeing

- Suitable welfare facilities (toilets, drinking water, rest areas) will be provided on production sites and training venues.
  - Working hours will be managed to avoid fatigue and promote wellbeing.
  - Mental health and stress will be considered as part of our duty of care.
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## 7. Emergency Preparedness

- Emergency procedures (fire evacuation, first aid, incident reporting) will be established and clearly communicated.
  - Adequate first aid equipment and trained first aiders will be available on productions and in training facilities.
  - Contact details for emergency services and key personnel will be displayed.
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## 8. Monitoring and Review

- Regular safety inspections will be conducted on sets, studios, classrooms, and equipment.
  - Incidents and near misses will be recorded, investigated, and used to improve practices.
  - This policy will be reviewed annually and updated in line with changes in law, industry standards, or company activities.
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## Fire Safety Procedures

- A fire risk assessment will be carried out for all studios, offices, training venues, and production locations.
- All staff, freelancers, trainees, and visitors must familiarise themselves with the nearest fire exits and assembly points on arrival.
- Fire exits and escape routes must remain **unobstructed at all times**.
- In the event of fire:
  1. **Raise the alarm immediately** by activating the nearest call point and alerting others.
  2. **Evacuate calmly** via the nearest safe exit – do not stop to collect belongings.

3. **Do not use lifts** during evacuation.
  4. **Proceed directly to the designated assembly point** and remain there until accounted for. The designated assembly point is **THE WEST STREET PUBLIC CAR PARK ADJACENT TO THE BUILDING**
  5. Only trained personnel should use fire extinguishers, and only if it is safe to do so.
- A roll call will be taken at the assembly point to ensure all persons are accounted for.
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### First Aid Procedures

- Adequate and clearly marked **first aid kits** will be available at all filming locations, studios, offices, and training venues.
  - A sufficient number of **qualified first aiders** will be present during productions and training activities. Their names and contact details will be displayed on site and included in call sheets/training packs.
  - Any injury, no matter how minor, must be reported to a supervisor, line manager, or trainer **immediately**.
  - An **accident report form** must be completed for all incidents and near misses.
  - Where necessary, arrangements will be made for professional medical treatment or emergency services to be contacted.
  - Records of accidents and first aid treatment will be kept in accordance with legal requirements.
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### Company Vehicles

- All company vehicles used at work shall be suitable and sufficient for its intended use.
- All vehicles will be regularly serviced and maintained at regular intervals by a competent person
- All drivers/users should carry out regular checks e.g. on tyres, windscreen, lights, brake fluid, screen wash, oil and coolant levels and other safety-related equipment and report any issues immediately to the Media and Film Technician.
- We will ensure that all persons using company vehicles have sufficient information, instruction and training to operate or maintain the motor vehicles safely.
- All drivers/users shall be provided with information regarding company accident procedures including gathering information where possible for insurance purposes.
- The company has a legal requirement to verify driver competence and their holding of a valid licence.
- Any endorsements or refresher training completed must be reported to the company.

## Investigation and Reporting

The company shall ensure that all accidents and incidents arising from work activities under its control are fully investigated in order to identify and address the causes by conducting an appropriate investigation and the implementation of any actions identified to prevent a recurrence.

Not all accidents need to be investigated in-depth and the company will decide on case by case basis on the likelihood of a recurrence and the potential worst injury, damage or other consequences. The investigation shall always look beyond the obvious to find the underlying cause.

The investigation will not be used for the purpose of any disciplinary action. If disciplinary action is appropriate, it should be undertaken independently of the health, safety and environment investigation.

<b>Minimal</b>	Conducted by a supervisor, looking at the circumstances of the incident and learning any lessons
<b>Low level</b>	Conducted by a manager or supervisor, looking at the circumstances and root causes to prevent a recurrence and to learn any general lessons to be applied elsewhere
<b>Medium level</b>	Involving a manager, health and safety or environment practitioner and employee representatives.
<b>High level</b>	Involving a team approach led by, or reporting to, a director and seeking to understand current arrangements and behaviour in the workplace and to implement corrective actions.

## Accident Reporting

We shall ensure that all accidents and incidents, no matter how minor, are reported and recorded; this requirement includes all accidents and incidents involving visitors, contractors or members of the public.

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### **Policy Communication**

- This policy will be displayed prominently at company premises and made available to all staff, freelancers, trainees, and contractors.
  - Copies will be provided during inductions and included in training handbooks and production packs.
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