



BBC Studioworks

Employee Health and Safety Communication Policy

Health and safety policy

Introduction

BBC Studioworks accepts that its responsibility for the health, safety and welfare at work of its employees and others that may be affected by its activities.

The business has implemented the following management system to ensure that Health and Safety is properly managed.

- Studioworks Health and Safety Management Group (see Appendix A)
- Studioworks Joint Health and Safety Committee (see Appendix B)
- Studioworks Consultation and Approval process for Health and Safety Policies, Guidance and Arrangements (see Appendix C)

Health and Safety Management

We will use the following principles to ensure suitable systems are implemented to manage Health and Safety

- **Policy**, effective health and safety policies will be set to give the organisation clear direction. They will contribute to all aspects of business performance as part of a demonstrable commitment to continuous improvement. Responsibilities to people and the environment will be adhered to in order to comply with common and statute law, together with moral obligations. The organisation recognises that by implementing cost-effective approaches to preserving and developing physical and human resources it will reduce financial losses and liabilities.
- **Organising**, Studioworks will ensure it has an effective management structure and adequate arrangements in place to deliver its policy. All employees will be motivated and empowered to work safely and to protect their long-term health, not just to avoid accidents.

These arrangements are:

- Underpinned by effective staff involvement and participation.
- Sustained by effective communication and the promotion of competence which allows all employees and their representatives to make a responsible and informed contribution to the health and safety effort.

- A shared common understanding of the organisation's direction, values and beliefs.
- A positive health and safety culture is fostered by the visible and active leadership of senior managers
- **Planning**, there is a planned and systematic approach to implementing the health and safety policy through an effective health and safety management system. The aim is to minimise risks, risk assessment methods are used to decide on priorities and to set objectives for eliminating hazards and reducing risks. Wherever possible, risks are eliminated through the selection and design of facilities, equipment and processes. If risks cannot be eliminated, they will be minimized by the use of physical controls or, as a last resort, through systems of work and personal protective equipment. Performance standards are established and used for measuring achievement. Specific actions to promote a positive health and safety culture are identified in the annual Health and Safety Action Plan.
- **Measuring performance**, performance is measured against agreed standards to reveal when and where improvement is needed. Active self-monitoring reveals how effectively the health and safety management system is functioning. This looks at both hardware (premises, plant and substances) and software (people, procedures and systems) including individual behaviour and performance. If controls fail, reactive monitoring discovers why by investigating accidents, ill health or incidents which could cause harm or loss.

The objectives of active and reactive monitoring are:

- To determine the immediate causes of sub-standard performance.
- Identify the underlying causes and the implications for the design and operation of the health and safety management system.
- Longer-term objectives are also monitored.
- **Auditing and reviewing performance**, the organisation will learn from all relevant experience and applies the lessons. There is a systematic review of performance based on data from monitoring/inspections and audits of the whole health and safety management system. There is a strong commitment to continuous improvement involving the constant development of policies, systems and techniques of risk management.

Performance is assessed by:

- Internal reference to key performance indicators.
- External comparison with the performance of business competitors and best practice.

Employee Consultation

Stuidoworks recognises that proper consultation with our employees on health and safety matters is a legal requirement and can make a significant contribution to creating and maintaining an effective “health and safety culture” within our business.

The effect on employees’ motivation, and awareness of the importance of health and safety, should be entirely positive with the potential for greater efficiency and a reduction in accidents or incidents of work-related ill-health.

We will make every effort to consult with our employees and stakeholders on all matters relating to their health and safety at work. This consultation will take place via:

- Health and Safety Committees
- Team Meetings
- Briefings and Toolbox talks etc

Appendix A – BBC Studioworks Health and Safety Management Group - Terms of Reference

1.0 Membership

The membership of the group will comprise of management representatives from all sections within Studioworks. In the event that the usual management representative cannot attend a meeting of the Group they must nominate a replacement from that section to take their place.

Members	
Steve Jenkinson	Director of Operations
Paul McLoughlin	Operations Manager (Drama)
Mark Lewis	Turnround and Operational Compliance Manager
Clare Sillitto	Facilities Manager
Michael Barry	Logistics Manager
Paul Cooper	Construction Manager
Ian Head	Senior Camera Operator
Paul Hynes	Operations Manager (Regent Technical Services Ltd)
Dan Hyde	Assistant Operations Manager (Regent Technical Services Ltd)

2.0 The objectives of the Group are to ensure:

- The accurate and efficient dissemination of Health and Safety Information, Policies and Procedures is shared and outlined.
- That they develop, consult, review and monitor health and safety policies and arrangements within Studioworks.
- That Health and Safety maintains its high profile within the business.

3.0 Responsibilities of the group are to:

- Study incident statistics with a view to identifying trends and preventing further occurrence.
- Develop and maintain lines of communication within sections to ensure full and efficient communication of all Health and Safety information to all areas of the business.
- Contribute to the development and implementation of health and safety policies and arrangements.
- Discuss any involvement with the HSE or other enforcing authorities.

- Consider and discuss new and proposed Health and Safety Legislation and its impact upon Studioworks.
- Ensure Health and Safety communication is maintained between all sections.
- All members of the Group have a responsibility for monitoring health and safety within their Sections to identify areas for improvement.
- Devising a monitoring system for health and safety performance within Studioworks.
- Formulating annual action plans to improve health and safety in each section.

Estate Support Service

Health & Safety Committee

Constitution

1. Constitution

1.1. Title

The Committee will be called Studioworks Joint Health and Safety Committee

1.2. Membership

Membership of the Committee will be as follows: -

Members	
Steve Jenkinson	Director of Operations
Paul McLoughlin	Operations Manager (Drama)
Mark Lewis	Turnround and Operational Compliance Manager
Clare Sillitto	Facilities Manager
Michael Barry	Logistics Manager
Paul Cooper	Construction Manager
Ian Head	Senior Camera Operator
Paul Hynes	Operations Manager (Regent Technical Services Ltd)
Dan Hyde	Assistant Operations Manager (Regent Technical Services Ltd)

Management Representatives

Members	
Steve Jenkinson	Director of Operations
Paul McLoughlin	Operations Manager (Drama)
Mark Lewis	Turnround and Operational Compliance Manager

The Director of Studioworks will nominate a management representative from each of the directorates service areas.

Trade Union Safety Representatives

Members	
Paul Cooper	Construction Manager
Ian Head	Senior Camera Operator

The Director of Studioworks will actively encourage Trade Union representation at meetings of the Committee based on proportional membership

Employee Safety Representatives

Members	
Paul Cooper	Construction Manager
Ian Head	Senior Camera Operator
Paul Hynes	Operations Manager (Regent Technical Services Ltd)
Dan Hyde	Assistant Operations Manager (Regent Technical Services Ltd)

To ensure each team in the business is represented at the Safety Committee volunteers will be asked to attend meetings in the capacity of Employee Safety Representative

A substitute member will be entitled to attend any meeting in place of a representative that is unable to attend.

Chair and Vice-Chair

The meeting is chaired by the Turnround and Operational Compliance Manager

Purpose of the Health and Safety Committee

The Committee will have the function of promoting co-operation between employer and employees.

Advisers

Management, Trade Union and Employee representatives will have the right to co-opt, in a consultative capacity, specialist representatives from external safety consultancy if necessary

Trade Union/Employee Representatives Facilities

In representing their members Trade Union/Teams representatives must be allowed:

- Reasonable time, where necessary, to change from work clothing should they wish to.
- Access to reasonable facilities for meetings to discuss items on the agenda, this will normally be a half hour before the meeting of the safety committee, or outside of normal working hours.

2. Procedure

The Committee will meet bi-monthly at a time and date in agreement with the majority of the Committee. Additional meetings can be requested by Management, Trade Union or Employee Representatives upon request being made to the chairperson.

Items for the agenda are to be submitted to the HS management representative, the chair one week before the scheduled meeting with full details of the issue to be discussed. The Chair will confirm the suitability of the items for inclusion on the agenda.

Directorate management will ensure that adequate copies of the minutes are distributed so that safety representatives, who are not members of the committee, and employees who are covered by the committee are provided with reasonable access to copies of the minutes as soon as possible after the meeting has taken place.

Health & Safety Committee

Terms of Reference

- To keep under review the directorates Health and Safety policy, its implementation and strategies used to manage risk.
- To promote cooperation between the directorate and its employees in instigating developing and carrying out measures to ensure continual improvement of the organisation's health and safety performance.
- To discuss with employee representatives matters which affect the health, safety and welfare of employees in the directorate.
- To consider the implications of the directorates operations and procedures and any changes to the Health and Safety Policy or changes in Health and Safety legislation.
- To consider reports on the numbers and type of incidents, accidents and reports of violence to employees which occur within the directorate, to allow the early identification of trends and where necessary identify appropriate remedial action.
- To consider regular reports from Management Representatives and Safety Representatives, on the effectiveness of action taken to plan, organise, control, monitor and review preventative measures taken within the directorate to ensure the health safety and welfare of its employees.