

LFA HEALTH & SAFETY POLICY

LFA has health & safety obligations to its staff, tutors, students, visitors and members of the public. It is the responsibility of all students to be familiar with LFA's Health & Safety Policy.

Students have certain statutory duties under law, which include exercising reasonable care for your own health & safety and that of others who may be affected by their acts or omissions, cooperating with LFA in relation to Health & Safety and not interfering with provisions that are intended to ensure Health & Safety of staff, tutors, you or others.

LFA's Health & Safety Policy incorporates:

FIRE SAFETY

There are 5 fire exits, two at the front of the building, two at the rear of the building and one at the front of the building on the lower ground level.

Fire extinguishers are located on each floor of the main building at fire exit doors, on every landing and in every corridor alongside the red 'break glass' surface call points.

The Front of House Coordinator tests the fire alarm in the main building, once a week. Fire drills take place once every six months. Notices will be put up on the morning of the drill warning staff of its occurrence.

The assembly point is at the front of the building on the opposite side of Walham Grove.

If a staff member is witness to a fire, where appropriate they should:

- Sound the alarm by breaking the glass on the nearest surface call point
- Close all doors behind them
- Use available fire extinguishers if the fire is small and can be controlled
- If not a Fire Marshall, they should report to the assembly point immediately
- If they are a Fire Marshall, they should evacuate their area and leave the building as quickly as possible, reporting to the assembly point
- If the fire alarm goes off for longer than 10 seconds, the Fire Marshalls should begin a full evacuation urging everyone to leave the building quickly and in an orderly fashion. They must not allow anyone to delay the process by collecting personal belongings.

Fire Marshalls and their responsibility:

- **Front of House Coordinator** – evacuate the ground floor and follow out the nearest exit – take the occupancy report and check people off the list at the assembly point
- **Anna MacDonald** - evacuate first floor and follow out nearest exit
- **Technical Coordinator** - evacuate second floor and follow out nearest exit
- **Postproduction Coordinator** - evacuate lower ground and basement and follow out nearest exit



Stand-in Fire Marshalls to cover absences:





- **Front of House Coordinator** – 1. Admissions Coordinator 2. Short Courses Coordinator
- **Anna MacDonald** – 1. Daisy Gili 2. Certificate Course Leader
- **Technical Coordinator** – 1. Technical Assistant 2. Foundations Course Leader
- **Postproduction Coordinator** – 1. Diploma Course Leader 2. Diploma Admin Coordinator

Staff, tutors and students can only return to the building once the all clear has been given.

The nearest hospital to LFA is
 Charing Cross Hospital
 Fulham Palace Road, London W6 OXG
 A&E Telephone: 020 8846 1234
 (phone to give prior warning of imminent arrival if possible)

Fire Drills

Fire drills take place once every six months; notices will be put up around the building on the morning of the drill warning you of its occurrence. When you hear the alarm you are to leave the building quickly in an orderly fashion and congregate on the pavement in front of the building. Front of House will check that students are present against the LFA sign in & out file.

Fire Extinguisher Types							
Extinguisher		Type of Fire					
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats	Special Notes
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No	Dangerous if used on 'liquid fires' or live electricity.
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes	Not practical for home use.
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No	Safe use up to 1000v.
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes	Safe on high and low voltages.

PLEASE DO NOT ATTEMPT TO USE A FIRE EXTINGUISHER IF YOU HAVEN'T BEEN TRAINED TO DO SO.



WORKING AT HEIGHTS

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example you are working at height if you:

- Are working on a ladder or a flat roof;
- Could fall through a fragile surface;
- Could fall into an opening in a floor or a hole in the ground.

Take a sensible approach when considering precautions for work at height. There may be some low-risk situations where common sense tells you no particular precautions are necessary and the law recognises this.

There is a common misconception that ladders and stepladders are banned, but this is not the case. There are many situations where a ladder is the most suitable equipment for working at height.

Before working at height, you must work through these simple steps:

- Avoid work at height where it is reasonably practicable to do so;
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

You should:

- Do as much work as possible from the ground;
- Ensure workers can get safely to and from where they work at height;
- Ensure equipment is suitable, stable and strong enough for the job.

Don't...

- Overload ladders – consider the equipment or materials workers are carrying before working at height;
- Overreach on ladders or stepladders;
- Rest a ladder against weak upper surfaces, e.g. glazing or plastic gutters;
- Use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time);
- Let anyone who is not competent (who doesn't have the skills, knowledge and experience to do the job) work at height.

In both our studios you will find more information about the working at height procedure.

MANUAL HANDLING

Manual handling injuries can have serious implications and they can occur almost anywhere in the workplace and heavy manual labour, awkward postures, repetitive movements of arms, legs and back or previous/existing injury can increase the risk.

To help prevent manual handling injuries, you should avoid such tasks as far as possible. However, where it is not possible to avoid handling a load, you must look at the risks of that task and put sensible health and safety measures in place to prevent and avoid injury.



For any lifting activity

Always take into account:

- Individual capability;
- The nature of the load;
- Environmental conditions.

If you need to lift something manually:

- Reduce the amount of twisting, stooping and reaching;
- Avoid lifting from floor level or above shoulder height, especially heavy loads;
- Adjust storage areas to minimise the need to carry out such movements;
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- Consider how you can minimise carrying distances;
- Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components;

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route;
- For a long lift, plan to rest the load midway on a table or bench to change grip;
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting;
- Keep the heaviest side of the load next to the body;
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance.

Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.



Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, and then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

In both our studios you will find more information about manual handling.

ACCIDENT REPORTING

Under UK regulations it is imperative that every injury that occurs in our school premises or during shoots is reported immediately to your course leader/coordinator and it's also recorded in our accident report book.

There is an Accident Report Book next to the 1st Aid box located near the girl's toilets. On that book you need to write:

- The Date when the report is made;
- Method of reporting;
- Date, time and place of the event;
- Personal details of those involved;
- A brief description of the nature of the event or disease.

LOCATION OF 1ST AID BOXES:

GROUND FLOOR:

- Office 1
- Corridor of Meeting Room 1

SECOND FLOOR:

- JW Studio

1ST AIDERS:

- Matthew Wake – Diploma Coordinator
- Amber Panting – Head of HR & Operations
- Salomé Penteadó – Admissions Leader

