



HEALTH & SAFETY POLICY

Film'sCool (operated by McMaster Films)



SAFE

Young people come first.



RESPECTFUL

We listen, value and treat everyone fairly.



CREATIVE

We inspire, develop and have fun.



OUR VENUE

Williamsburgh Primary School, Paisley.



WE OPERATE UNDER A LETTING ARRANGEMENT WITH

Renfrewshire Council / OneRen and follow all their policies, procedures and site rules.



OUR COMMITMENT

We provide a safe environment for everyone and take all reasonable steps to prevent harm or injury.



WHO THIS POLICY IS FOR

This policy applies to all staff, volunteers, young leaders, visitors, contractors, parents/ carers and young people involved in Film'sCool activities.

REVIEW



This policy is reviewed annually or sooner if there are changes in law or guidance.

1. Our Commitment

We provide a safe environment for everyone taking part in Film'sCool activities. We manage risks, prevent accidents and respond quickly if something goes wrong.

2. What We Do



Carry out risk assessments for all activities and locations.



Maintain equipment and check it regularly.



Provide first aid and record all accidents.



Give clear safety information and training.



Follow emergency procedures.



Review our health and safety regularly.



IF THERE IS AN EMERGENCY

Follow school procedures. Tell a member of staff straight away.

3. Our Responsibilities

 John McMaster (Responsible Person)	 Staff & Volunteers	 Young People
- Overall responsibility for health & safety. - Ensure risk assessments are completed. - Provide training and safety information. - Ensure equipment is safe. - Review and improve safety practice.	- Follow this policy and safety procedures. - set a good example. - Report hazards, accidents or near misses. - Ensure equipment is used safely. - Supervise young people at all times.	- Follow safety instructions. - Use equipment correctly. - Look out for yourself and others. - Report anything unsafe to a member of staff.

4. Reporting

Report all accidents, injuries, hazards or concerns to a member of staff. Accidents will be recorded and, if needed, reported to the school and appropriate authorities.



First aid is available on site.
Ask a member of staff for help.

