



Health & Safety Policy

Safe, planned and proportionate working practices for office, remote and location-based production activities.

Document reference	BC-POL-001
Version	2.0
Status	Approved for publication
Approval date	08 August 2026
Next review	08 August 2027

Legal entity: Becks & Clates Ltd | Company number: 15821561
Registered office: 320 Firecrest Court, Centre Park, Warrington, WA1 1RG
Approved by: Director, Becks & Clates Ltd

Document control

Document title	Health & Safety Policy
Reference	BC-POL-001
Owner	Director
Approved by	Director, Becks & Clates Ltd
Version	2.0
Effective date	08 August 2026
Review cycle	At least annually and following material legal, operational or organisational change

Document status: public. Printed copies are uncontrolled. The version published by Becks & Clates is the current controlled version.

Contents

1. Purpose and commitment
2. Scope and responsibilities
3. Risk assessment and RAMS
4. Production and site controls
5. Office, remote and wellbeing arrangements
6. Incident, emergency and first-aid arrangements
7. Contractors, competence and monitoring
8. Legal and guidance references

Purpose and commitment

Becks & Clates is committed to preventing injury and ill health and to providing work that is planned, supervised and carried out safely.

Our activities include marketing services, office and remote work, corporate filming, photography, events and location production. Safety arrangements are proportionate to the hazards presented by each activity and by client-controlled sites.

- Comply with applicable UK health and safety law and client site rules.
- Identify hazards before work begins and reduce risk so far as reasonably practicable.
- Provide suitable information, instruction, coordination and equipment.
- Stop or alter work where conditions become unsafe.

Scope and responsibilities

This policy applies to directors, employees, workers, freelancers, contractors and others working under the control of Becks & Clates.

Director

- Maintains overall accountability for health and safety.
- Ensures adequate time, competent people and resources are available for safe delivery.
- Reviews incidents, significant risks and this policy.

Project lead / producer

- Plans each assignment, obtains client/site information and completes proportionate risk assessment and RAMS where required.
- Coordinates permits, inductions, access, PPE, equipment and emergency arrangements.

All personnel

- Take reasonable care of themselves and others, follow instructions, use equipment correctly and report hazards, near misses and incidents.
- Exercise stop-work authority where they reasonably believe there is serious or imminent danger.

Risk assessment and RAMS

Before location work, the project lead considers travel, access, site activities, weather, members of the public, electricity, manual handling, slips/trips, equipment, lighting, noise, work at height, vehicles, water, confined or restricted areas and any client-specific hazards.

- Low-risk office or studio tasks may be covered by standard controls.
- Site-based, industrial, construction, rail, energy or other higher-risk assignments require a project-specific assessment and, where requested, a written method statement.
- RAMS are communicated to the crew and updated when conditions change.

Becks & Clates will not represent its creative work as exempt from site rules. Client permit-to-work, induction, escort and exclusion-zone requirements take precedence where applicable.

Production and site controls

Equipment and electrical safety

Cameras, lighting, audio, laptops, chargers and accessories are visually checked before use. Defective equipment is removed from service. Cables are routed or protected to minimise trip hazards. Equipment is used in accordance with manufacturer instructions.

Manual handling

Loads are reduced where practical; cases, trolleys or team lifts are used for heavier or awkward equipment. Personnel must not lift beyond their capability.

PPE and client-controlled sites

Where a site requires PPE, the required standard is confirmed in advance. Personnel must wear specified items correctly and comply with inductions, traffic routes and restricted areas.

Driving and travel

Journeys are planned to avoid unreasonable fatigue. Drivers must be legally entitled, fit to drive and use roadworthy vehicles. Calls and messaging must not be undertaken while driving except through lawful hands-free arrangements where safe.

Lone working

Lone working is avoided for higher-risk production. Where it is reasonable, the project lead agrees check-in arrangements, escalation contacts and limits on the work that can be undertaken alone.

Drone operations

Where aerial filming is provided, operations must comply with applicable CAA requirements, airspace restrictions, insurance and site permission. A flight-specific assessment is completed where required. Only competent and appropriately authorised operators may fly.

Office, remote and wellbeing arrangements

- Workstations are arranged to reduce discomfort; personnel are encouraged to vary posture and take screen breaks.
- Trailing cables, overloaded sockets and blocked escape routes are avoided.
- Remote workers are expected to maintain a suitable work area and promptly report work-related concerns.
- Workloads and schedules are managed to avoid unnecessary fatigue, particularly around travel, late events and consecutive shoot days.
- Bullying, harassment and unsafe pressure to continue work are not acceptable.

Incident, emergency and first-aid arrangements

Personnel must report accidents, injuries, work-related ill health, property damage, security incidents and significant near misses promptly to the project lead or Director.

- Emergency arrangements and assembly points are confirmed at unfamiliar sites.
- Emergency services are contacted where necessary; client incident procedures are followed on controlled sites.
- Reportable incidents are assessed against RIDDOR requirements where applicable.
- Incidents are reviewed for root causes and corrective actions, not solely individual blame.

Contractors, competence and monitoring

Freelancers and subcontractors are selected according to the competence required for the work. Evidence such as insurance, qualifications, licences, experience or references may be checked where relevant.

- Site-specific requirements are communicated before attendance.
- Health and safety performance is monitored through project reviews, incident records, client feedback and periodic review of risk controls.
- This policy is reviewed annually and after a significant incident or material operational change.

Legal and guidance references

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Provision and Use of Work Equipment Regulations 1998 (where applicable).
- Manual Handling Operations Regulations 1992.
- Personal Protective Equipment at Work Regulations 2022.
- Electricity at Work Regulations 1989.