

MAMMOTH FILM STUDIOS · LONDON SE8

HEALTH & SAFETY GUIDELINES

FOR ALL CAST, CREW & VISITORS
REPORT UNSAFE CONDITIONS

The health and safety of all employees, cast, crew, and visitors at Mammoth Film Studio is our top priority. Every individual has a responsibility to follow these guidelines and to report unsafe practices or conditions.

2 GENERAL SAFETY GUIDELINES

- **Clear walkways** — ensure all pathways, emergency exits, and corridors are free from obstruction.
- **Housekeeping** — keep work areas clean and free of unnecessary equipment, cables and debris. No open containers on set (slip hazard); bin trash and coffee cups when finished.
- **First aid kits** — located at Reception.

3 EMERGENCY PREPAREDNESS & RESPONSE

EMERGENCY EXITS

Familiarise yourself with the nearest exits in your area.

EMERGENCY CONTACTS

- **Deptford Fire Station** — 186 Evelyn St, SE8 5DB (3 mins) · 020 8555 1200
- **Lewisham Police Station** — 43 Lewisham High St, SE13 5JZ (12 mins) · 020 7350 1122
- **The Royal London Hospital** — Whitechapel Road, E1 1FR · 020 7377 7000
- **Studio Safety Officer** — office@mammoth.london

ASSEMBLY POINTS

After an evacuation, proceed to the nearest designated assembly point, identified on emergency maps.

4 FIRE SAFETY

- **Open flames** — no open flames allowable on the premises.
- **Heat** — consider safe working distances of equipment that generates heat to surfaces or particles.
- **Fire extinguishers** — CO₂ extinguishers are strategically placed throughout the studio. Know the location of the nearest one in your work area.
- **Smoking policy** — smoking is only permitted in designated outdoor areas.

5 ELECTRICAL SAFETY

- **Equipment inspection** — inspect electrical equipment and cords for damage before use. Do not use damaged equipment.
- **Overloading circuits** — avoid overloading circuits and do not daisy-chain power strips. Seek a staff member when plugging in portable heaters or other high power utilities. All final circuits must have RCD protection; only competent personnel work with live power.
- **Water & electricity** — keep electrical equipment away from water sources.
- **Qualified personnel** — only qualified personnel may conduct electrical repairs or modifications, with the explicit permission of the studio.

6 HEAVY EQUIPMENT & MACHINERY SAFETY

- **MEWPS** — only certified personnel who have provided an in-date PAL card may operate heavy equipment.
- **Rigging** — only trained in-house operatives and in-house riggers operate the motorised truss systems and install pre-approved rigging. All equipment fixed to the in-house rig must accord with the payload capacity and distribution of the installed rigging, with a suitable safety chain correctly fitted.
- **Inspections** — perform pre-use inspections of all equipment. Report any malfunctions or concerns immediately.
- **Set guidelines** — follow designated walkways and safe procedures when moving equipment. Particular care on the cove (curved wall) — damage is the responsibility of the production.

7 WORKING AT HEIGHT

- **Definition** — any work where there is a risk of falling a distance that could cause injury: above ground level, ladders, scaffolding, or any elevated platform.
- **Prevention** — limiting or avoiding work at height should always be considered first; it is the safest option, particularly in busy environments.
- **Ladders** — maintain 3 points of contact; somebody must foot the ladder while in use. Ensure it is level and fully extended.
- **MEWPS** — a competent crew member in high-vis on the floor to navigate; no items or people rest on the MEWP; no-one directly underneath. Operate within the closed cage and weight thresholds, avoid over-reaching, and wear appropriate PPE.

8 STUNT & SPECIAL EFFECTS SAFETY

- **Risk assessment** — each stunt or effect must undergo a risk assessment and be approved by the Safety Officer.
- **Clear zones** — mark safety perimeters and restrict access to unauthorised personnel.
- **Protective gear** — all personnel involved must wear appropriate PPE.
- **Pyrotechnics** — only licensed professionals may handle or operate pyrotechnic equipment.

9 CREW COMPETENCY

- **Qualified personnel** — all crew must be competent and hold the necessary qualifications and certifications for their roles, including relevant safety training.
- **Individual accountability** — each crew member is responsible for their actions and decisions on set, alongside their HOD or SPR.
- **Safety as a priority** — prioritise safety and be proactive in identifying hazards. A culture of safety should be fostered where questions are welcomed.

10 ENVIRONMENTAL HAZARDS

- **Noise** — use hearing protection around loud equipment, music or noise. The studio maintains discretion over suitable noise levels.
- **Ventilation** — ensure proper ventilation with fumes, dust or chemicals. Any hazardous fume production requires prior studio permission and a risk assessment, including gas heaters.
- **Hazardous substances** — store pre-approved substances in clearly marked containers, only in designated areas.

11 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- **PPE** — hard hats, gloves, masks and eye protection must be considered as part of your risk assessment and worn where appropriate.
- **Proper use** — ensure PPE is worn correctly and maintained. Replace damaged or worn equipment immediately.

12 INJURY & ACCIDENT REPORTING

- **Reporting** — immediately report all injuries, accidents or near-misses to the Safety Officer or Supervisor, regardless of severity.
- **First aid & medical** — seek immediate first aid; delegate a medic or first responder. For severe injuries, contact emergency medical services.
- **Documentation** — complete the Incident Report Form within 24 hours and submit to office@mammoth.london.

13 VISITOR & CONTRACTOR PROTOCOLS

- Contractors must receive a safety briefing and follow all studio safety protocols.

14 STUDIO ARRIVAL

Upon arrival, the main pedestrian door is at the front of the building. Approach with caution for oncoming traffic, staying on the sides of the road for your own safety.

Contact the relevant manager (Technical Manager, Production Manager etc) responsible for the work site regarding access, fire precautions and escape routes, unloading location, the current state of work, and any additional information related to the site and H&S practices. Work can begin once the Health & Safety requirements have been met.

15 VEHICLE MOVEMENTS

Within our compound vehicles must stay within 5 mph, paying particular attention to pedestrian traffic. Designated crew parking bays are at the rear of the building. The studio bears no responsibility for damage or incidents involving vehicles; marshalling is encouraged, particularly for tech vehicles.

There are 2 loading bays, one at the front and one at the rear. Loading areas are for loading / unloading only — vehicles must not park in these bays obstructing other teams. Schedule loading and unloading to avoid bottlenecks; establish a space for equipment and a safe route before unloading. Equipment must not be stored outside, and pedestrian routes and fire exits must not be blocked.

16 LOADING / UNLOADING — MANUAL HANDLING

When tech vehicles are stationary, open the doors carefully in case the load has moved in transit. Personnel manually handling equipment should be alert to the issues involved and work to manual handling guidelines:

- Make sure the route is clear and free of obstructions before carrying an item.
- Items over 25 kg should be lifted by multiple people to minimise the load on each.
- For awkward or heavy loads, use mechanical handling — covered in a separate method statement.
- When using a ramp, ensure enough people assist with flight cases for a controlled descent. Position unloaded items clear of walkways and fire escapes.

17 DRIVE-IN ACCESS

Vehicles must not enter the building unless explicit permission has been granted and the movement is marshalled by a member of the production team. Provide a suitable number of marshals; all other personnel remain in a safe area clear of the vehicle. Before any manoeuvre the driver should survey the area for suitability and hazards, including:

- Ability of the surface to support the vehicle
- Obstacles and trip hazards for the marshals
- Overhanging obstacles and low wires
- Pedestrian routes
- Movements that might conflict with traffic

Where hazards exist, take steps to negate them or risk assess and minimise. Marshals must stay visible to the driver at all times. If a manoeuvre becomes dangerous or the vehicle nears an obstacle, 'Stop' should be shouted to halt it — and if necessary the side of the vehicle banded.