

Film Production Responsibilities

- Undertake a Production Level 4 Fire Risk Assessment and prepare the associated fire-safety management plan for studio use- (where applicable)
- Ensure suitable and sufficient information is submitted to Dragon Studios within in any given timescales as requested.
- Ensure all accidents, incidents, near misses, and hazards are reported to Dragon Studios immediately, and that no incidents go unreported.
- Ensure production staff are aware of first aid facilities and emergency contacts, and report all incidents, near misses, or hazards to Dragon Studios immediately.
- Ensure all production staff complete the Dragon internal fire-safety induction video before commencing work on site and follow up where necessary.
- Manage /supervise all production-specific risks, Including, but is not limited to:
 - Electrical equipment
 - Props
 - Special effects
 - Hot works
 - Temporary structures and set builds
 - Working at height
- Ensure the safety of all production employees, freelancers, and contractors.
- Produce and maintain Personal Emergency Evacuation Plans (PEEPs) for disabled personnel.
- Provide training for production-appointed fire marshals.
- Coordinate evacuation procedures for all production personnel.
- Coordinate with Dragon Studios during emergency drills and real incidents to ensure clear communication, prompt action, and the safety of all personnel on site.
- Ensure all production-owned electrical equipment undergoes PAT testing.
- Undertake general risk assessments on routine workplace hazards and any heightened risks that may arise during ramp-up periods, ensuring that potential threats to health, safety, and operations are identified, assessed, and controlled. Including, but is not limited to:
 - Trip and slip hazards
 - Cable and equipment placement

- Housekeeping and waste management
- Staffing levels.
- Chemical / substances handling
- Manual handling
- Working at height
- Wet floors and environmental hazards
- Office-specific risks, such as: (where applicable)
 - Desk and storage clutter
 - Office electrical equipment
 - Fire exits and escape routes
 - Kitchen or breakout areas