

## **3 MILLS STUDIO HEALTH AND SAFETY POLICIES**

### **3 Mills Studio Environmental Policy**

#### **STATEMENT OF GENERAL POLICY**

As a responsible business, 3 Mills Studio is committed to conserving energy, paper and other resources, while reducing waste, and controlling our impact on the environment through more sustainable office operations.

Conscious of the global impact from discarded plastics; the studio is committed to removing single-use plastics, reducing our reliance on plastic products, and positively influencing the personal choices of our employees.

Our beliefs are

- We believe that everyone has a duty of care when it comes to protecting the Environment, Air, Water, Vegetation, Wildlife.
- Wherever possible waste should be separated for recycling, any harmful substances. must be disposed of in line with current COSHH regulations.
- We recognise productions can be complex but, following simple guidelines will help to protect the Environment and each other
- Peoples' health should not be compromised by bad Health & Safety management

#### **PRODUCTIONS**

Must ensure that there are no breaches of (3MS) Environmental Policy and Government Regulations

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#### **WHAT CAN GO WRONG**

- Productions do not enforce strict Environmental protection procedures as laid out in (3MS) Environmental Policy.
  - COSHH is not controlled.
  - Waste and recycling not monitored.
  - Failure to manage utility usage
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### CONTROL MEASURES

#### **Pre-Planning Requirements for Productions**

All Productions must have their own Health and Safety Policy contained within this must be an Environmental Policy and must identify how the production intends to comply with current legislation and (3MS) policies.

This must be presented to the (3MS) management team. Whilst at (3MS) all producers are responsible for the overall management of their departments and the Productions compliance with all aspects of Health and Safety

Risk Assessments and method statements must be sent to (3MS) FM no later than 48 Hours (WORKING DAYS) The Facilities Manager or Head of Studio Operations will review the content of the (RAMS) to ensure the specific activity/s have been identified and accessed correctly and the correct control measures are in place.

Productions must ensure that departmental managers fully understand their duties and responsibilities regarding implementation of Environmental protection procedures.

#### **Recycling**

3 Mills Studios have several initiatives on site to help reduce the environmental impact arising from our own activities and that of our clients. We have also sourced external suppliers to help you go that much further.

We operate a simple to use mixed recycling scheme across the site and encourage all Studio users to take the opportunity to reduce the amount of waste they send to landfill by making use of the scheme. Information sheets are in the offices and stages.

General waste should be segregated in to the appropriate bins as follows;

**Green** (*dry recyclables*)

Paper (white, coloured, newspaper, magazines, books, and handtowels)  
Cardboard (ALL Cardboard must be broken down and double bagged & sealed)  
Empty aluminium and steel cans  
Empty plastic bottles  
Empty drink cartons  
Empty plastic cups  
No glass  
No food wastes  
Nothing contaminated with food  
No Hazardous waste (*including batteries & toner cartridges*)  
Green Wheelie Bins are available for GLASS ONLY

**Blue** (*residual waste*)

Fruit cores  
Tea bags  
Food scraps  
Crisp bags & sweet wrappers  
Anything contaminated with food  
No glass  
No Wood

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No Metal

No Paint or liquids

No Hazardous waste (*including batteries & toner cartridges*)

**Please ensure that all waste is double bagged & sealed before being deposited in any of the bins.**

### Set Waste

There are several external organisations that could help you reuse or recycle as much of your set waste as possible.

### Children's S.C.R.A.P Project

Located close to 3 Mills Studios, the project collects 'waste' free of charge and display it in a warehouse. Teachers then choose from the materials available and use them in schools, playgroups etc.

Morris Bennett T: 020 8985 6290

E [childrensscrap@btconnect.com](mailto:childrensscrap@btconnect.com) [www.childrensscrap.co.uk](http://www.childrensscrap.co.uk)

### Scenery Salvage

Offering a dedicated service to remove scenery from location or studios, this does not go to landfill but to a reclamation centre. Salvaged stock is then resold to the industry at vastly reduced prices.

T 01494 866 110 E: [info@scenerysalvage.com](mailto:info@scenerysalvage.com) [www.scenerysalvage.com](http://www.scenerysalvage.com)

### Reclaimed/ Unwanted Props & Costumes:

#### Prop Supermarket

Buys unwanted props and costumes and then sells back to the industry, wide range available.

[www.propsupermarket.com](http://www.propsupermarket.com)

### Skips

**Please note that only enclosed skips (i.e. skips with a lockable lid) are to be used on site.**

### Utilities

3 Mills Studios encourages all productions to reduce all use of Electrical, Gas and Water usage.

#### Electrical

1. Shutdown your computer

Computers are some of the biggest energy users in office buildings. Turn your monitor off at night and ditch the screensaver. Today's computers can be turned on and off over 40,000 times. Opting to shut down overusing a screensaver does not affect your computer's lifespan. (EnergyStar). So, power down!

2. Eliminate vampire power: unplug idle electronics.

Devices like televisions, microwaves, scanners, and printers use standby power, even when off.

Some chargers continue to pull small amounts of energy, even when plugged in (a good judge of this

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is if a charger feels warm to the touch). In the US, the total electricity consumed by idle electronics equals the annual output of 12 power plants (EPA).

3. Use a power strip to reduce your plug load.

To avoid paying for this "vampire power," use a power strip to turn all devices off at once. Flipping the switch on your power strip has the same effect as unplugging each socket from the wall, preventing phantom energy loss.

4. Turn off the lights

#### Gas

Where possible limit the use of radiators by turning the valve down or off.

#### Water

Where possible reduce the amount of water used.

#### Surface Water

Our surface water drainage discharges directly into the River Lea, please ensure no potential contaminants can pollute our local waterways.

#### Travel

We encourage all tenants and productions to reduce travel where possible and minimise reliance on unit vehicles by using our available ancillary spaces. There are several transport and courier companies which specialise in greener modes of transport

#### Catering

Cooking operations should recycle cooking oil wherever possible when on site and recycle food packaging where practicable.

#### General Health and Safety must be constantly reviewed by Productions

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<b>H&amp;S REF:</b>	<b>HASWA 1974</b>	<b>Environment Protection Act 1990</b>
	<b>MHSWR 1999</b>	<b>Control of Pollution Act 1974</b>
	<b>PUWER 1998</b>	<b>The Waste regulations 2014</b>
	<b>COSHH 2002</b>	<b>The Air Quality Standards Regulations 2010</b>
	<b>Gas Safety Regulations 1998</b>	
	<b>LEV Regulations – COSHH Regulation 9</b>	
	<b>Control of Air Bourne Contaminants at Work HSG258</b>	

3 MILLS Signature/s

P Haylor

Date 23/06/20