

Useful Guide for Independent Productions Companies

This is a guide to assist you in the process of completing the safety vetting for Indies wishing to obtain production commissions from the BBC, ITV, Sky, C4 & S4C. The safety vetting process requires a number of documents to be completed and submitted before it can be approved

What good looks like – the standard



Please ensure your documents are sent to the agreed broadcasting recipient e.g. Commissioner or Business Affairs Manager

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What bad looks like

The vetting process can take 1-2 days to complete longer if documents are missing or incomplete. If the safety vetting criteria have not been met, we will email you back, explaining why.

Joint Vetting Form

- Missing information, incomplete questions, too little information.

H&S Assistance

- Does not demonstrate skills, knowledge or experience to identify hazards & assess risks in your business.
- Does not demonstrate any Health & Safety competence e.g. training or experience.
- Does not identify a competent consultant.
- Names the commissioning broadcaster or the HSE as the competent source of advice.

H&S Policy

- Does not include your commitment to managing health and safety and your aims. Is not signed or reviewed by the employer or most senior person in the company.
- Does not list roles and responsibilities e.g. a list the names, positions and roles of the people in your business who have specific responsibility for health and safety.
- Does not include details of the practical arrangements you have in place, showing how you will achieve your health and safety policy aims. This could include, for example, doing a risk assessment, training employees and using safety signs or equipment.
- Does not include all companies that fall under the policy and is not signed and dated.

Example Risk Assessment

- The example provided is >6 months, does not describe the activity, does not name the risk assessor or authoriser, does not have a date.
- Does not have sufficient detail e.g. identify the significant hazards, who may be harmed and how and insufficient information on suitable control measures.

Employers Liability Insurance

- The certificate is not valid and does not name the company or sole trader as the holder of the policy.
- The certificate is not submitted for review.

Public Liability Insurance

- Not providing a valid certificate.
- Does not name the company or sole trader as the holder of the policy.
- The certificate is not submitted for review.
- Does not meet the required minimum insurance values as set out by the commissioning broadcaster.

Training

- Provides minimal detail on training completed e.g. Manual Training, working at height.
- Does not clearly state the level of training e.g. IOSH or PSP Screen skills accredited.
- States I was trained in my previous broadcasting role 10 years ago.

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