

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



- All relevant questions must have a response to process the vetting



- To meet legal requirements of Health & Safety legislation, you should engage a 'competent' person who has the skills, knowledge and experience to be able to identify hazards in your business, assess risks and the help you put sensible controls in place to protect workers and others from harm.
- If your business or organisation doesn't have the competence to manage health and safety in-house, for example, if it's large, complex or high risk, you can get help from a consultant or adviser. But remember, as the employer, managing health and safety will still be your legal duty.



- Those with <5 employees are not required by law to have a written H&S Policy. We still require you to demonstrate your arrangements for managing safety.
- If >5 employee we require a health and safety policy to demonstrate your arrangements for managing safety. As a minimum, we would expect to see in the policy a statement of intent, responsibilities for health and safety, organisational arrangements for health and safety.
- Signed and in date.



- Indies with <5 employees are not legally required to complete written risk assessments, but their use is standard across the industry and so we do expect you to be able to provide one.
- If you are a newly formed Indie, you can either send us an example carried out by a senior manager when working for a previous production employer, or a draft for the current commission. It must have sufficient detail to demonstrate that they understand the risk assessment process. It needs to be for a recent production shoot (<6 months).
- The example provided must describe the activity, names the risk assessor & authoriser, is dated, is <6 months old, has sufficient detail e.g. identify the significant hazards, who may be harmed and how, there is sufficient information on suitable control measures.



- Only companies with employees are required to have this in place.
- The certificate must be valid and name the company or sole trader as the holder of the policy.
- Ensure your cover is for the correct amount set out by the commissioning broadcaster.



- All companies, regardless of size are required to have public liability insurance.
- A certificate is required which is valid and names the company or sole trader as the holder of the policy.
- Ensure your cover is for the correct amount set out by the commissioning broadcaster.



- All production staff should receive H&S training appropriate to their role. Screenskills offer bursaries for a number of H&S training courses. Those on productions who are in a position of responsibility for the safety of others and who have completed a Production Safety Passport (PSP) accredited course (such as 'Safe Management of Production') within the previous 5 years, will be considered suitably competent by the main broadcasters. Alternative training courses will also be considered, including IOSH's Working Safely and Managing Safely.
- Film or TV production who manages a department/team (e.g. head of department, unit manager, production manager, 1st assistant director) or has responsibility for an activity/function that requires a risk assessment to be carried out should consider to be qualified to Safe Management of Production X3.5 Level.
- Production staff who do not manage a department/team should be qualified to at least X2 level which provides a general awareness of health and safety in film and TV production.

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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