



Health & Safety Guidelines for Independent Producers

Introduction

As a broadcaster ITV has responsibility for making sure the programmes we air are made safely and responsibly, whether programmes are made in-house or by independent producers. As part of our commitment to improving the safe working culture across the entertainment industry, at ITV we ensure the production companies we commission have sufficient health & safety standards, skills and competence in place. This guidance has been created to help producers meet the minimum standards needed to deliver their content with minimal risk.

These guidelines are for producers providing content for ITV. They set out;

- legal responsibilities for safety
- the health & safety processes ITV expects of all producers
- advice on how to meet minimum standards and processes outlined.

Legal Responsibilities

In television production, UK legislation places health and safety obligations and responsibilities on both the broadcasters and production companies. The Health and Safety Executive (the “HSE”) guidance requires broadcasters to ensure health and safety risks are taken into account at the tender/commissioning stage, as well as ensuring that a production company has the knowledge, skills and experience to do the work safely.

This doesn't mean that the broadcasters take overall responsibility for ensuring appropriate standards of health and safety are achieved. Producers are responsible for developing and implementing health and safety procedures within their company, and are responsible for safety throughout the production process. Independent production companies commissioned to produce content for ITV's channels are expected to meet, and preferably surpass, minimum statutory standards.

Responsibility for health & safety is outlined in the HSE's industry guidance document INDG360 'Health and Safety in Audio Visual Production: Your Legal Duties' which is available online on the HSE website.

Health and Safety Reviews

To fulfill ITV's obligation to be satisfied that a production company has the knowledge, skills and experience to do the work safely, ITV conducts a 'Health and Safety Review' of the independent production companies commissioned to produce content.

All commissioned producers are asked to complete a review questionnaire and submit the following supporting documentation

- Health & safety policy

- Example risk assessment
- Evidence of public and employers liability insurance

A member of ITV's Health and Safety team will review the questionnaire and documentation. If the information provided meets ITV's requirements the review will be complete. Where there are areas of concern, the Health and Safety team will provide some direction to get safety management to an acceptable standard.

The main broadcasters (BBC, Channel 4, ITV, Sky, S4C) have agreed to share details of successfully completed reviews from 1st January 2015. This will cut paperwork for both broadcasters and the independent producers by reducing the number of reviews that are completed. Once a successful review is completed, no further assessments from the partner broadcasters will be necessary for 3 years unless a production with higher risk activities is commissioned. ITV or another broadcasting partner should be informed of any company changes in the interim period that affect Health and Safety.

Only information provided in the questionnaire and supporting documentation is shared, any further discussion between independent producers and ITV will not be made available.

Health and Safety Advice

Although ITV will provide guidance on meeting our health and safety requirements during the review, we are not able to provide health and safety advice for commissioned productions. Production companies should have access to health and safety advice, to assist both with production safety, and with meeting corporate requirements.

Advice can be sought from either an individual consultant, or from a consulting company. Those providing advice must hold a health and safety qualification and must also be insured. Your consultant will hold an appropriate qualification if they;

- are a member of the Occupational Safety and Health Consultants Register (OSHCR)
- are a chartered member of the Institution of Occupational Health (CMIOSH)
- are a certified member of the Institution of Occupational Health (CertIOSH)
- hold qualifications that meet the requirements for CertIOSH status. This can be checked at <http://www.iosh.co.uk/Membership/About-membership/Qualifications.aspx>.

Policy

Every production company employing more than 5 people should have a written health and safety policy in place. The policy should specify who is responsible for health and safety at managerial and day-to-day levels, what arrangements are in place to manage safety and the emergency procedures you have.

The policy can be bespoke, written by a health and safety consultant, or it may be the PACT policy that has been customised. Producers are asked to provide a copy of the policy to ITV or a partner broadcaster before production begins.

Risk assessment

The risk assessment process is a cornerstone of health and safety management and it should form the basis of any company's health and safety procedures as well as providing a structured way of looking at workplace hazards on production.

Every production should have a production risk assessment in place. The level of detail in the assessment should be proportionate to the level of risk, and can be recorded in any appropriate format. Assessments should be completed by somebody who is knowledgeable in the risk assessment process, and also understands the specific hazards associated with the task in hand.

At ITV we expect those responsible for completing production risk assessments to have undertaken health and safety training. A certification accredited by Screenskills Production Safety Passport (PSP) scheme is seen as best practice in the industry. Anyone writing a risk assessment should have completed a X3.5 course as a minimum (details are listed in the Health and Safety Competence section).

The x3.5 accredited courses with Screenskills can be found on their website here: <https://www.screenskills.com/training/production-safety-passport/>

In addition, specialist contractors such as stunt coordinators, special effects providers, grips and set designers should provide risk assessments for any tasks in which they take responsibility for safety controls.

ITV or another broadcasting partner will ask for example risk assessments during the review process. Additionally, ITV may ask to see production-specific risk assessments if the Commissioners or Health and Safety department feel that a production or specific production activity presents a higher level of risk than normal. This is to fulfill our duty to ensure health and safety risks are taken into account.

Health and Safety Competence

Producers should make sure that everybody involved in the production process has a level of health and safety knowledge that is appropriate for their role. This includes contractors as well as crew.

Production

Production staff should receive health and safety training that is appropriate to their role, with those who have responsibility for the day to day management of health and safety completing a minimum x3.5 course accredited by Screenskills as part of the PSP scheme. The link to the list of these accredited courses has been provided above. The course expiry date is 5 years and is recognised by all the main broadcasters as well as some streamers.

Contractors

Producers should have a system in place for ensuring any contractors they engage also have sufficient health and safety knowledge to complete their work safely. Contractors can be checked in-house, or through a health and safety consultant. Checks can include reviewing H&S paperwork, membership of trade or professional associations, recommendations from trusted people, references from previous work and should always include checking sufficient public and employers liability insurance is in place.

Accidents & Incidents

Legislation dictates that all companies must report accidents and internally. Additionally there is a requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report qualifying accidents and incidents to the HSE.

ITV expects all commissioned producers to have an accident and incident reporting system in place. Accident reporting can be done via an internal paper or online form, or by using the HSE BL510 accident book. The reporting system should include procedures for reporting incidents qualifying under the Reporting of Injuries, Diseases and Dangerous Occurrences Rules 2013 (RIDDOR) to the HSE. ITV will not report incidents to the authorities on your behalf. The HSE has published guidance for reporting accidents and incidents, including the types of incidents that need reporting, it is available at <http://www.hse.gov.uk/pubns/indg453.pdf>. Accidents and incidents (including near misses) should be investigated to determine the cause, and identify any measures that could prevent a recurrence. The level of detail in the investigation and subsequent report should be proportionate to the level or injury or potential risk.

ITV should be informed of major incidents that occur during the production of ITV content. Major incidents are defined as those with a reporting requirement under RIDDOR, with the exception of a 7-day absence. Major incidents should be reported to health.safety@itv.com, or 020 715 74000. The ITV Health and Safety team may request investigation reports for major incidents and a further Health and Safety review may be made following a significant accident or incident.