



# **Health and Safety Guidance for Independent Production Companies**

## **Introduction**

High standards of health and safety in production can only be achieved and maintained by everyone playing their part. This means recognising and accepting the obligations and responsibilities that health and safety legislation places upon both S4C and the Production Companies commissioned by S4C.

## **S4C's Responsibilities**

Before placing a commission S4C will take reasonable care to ensure that the independent Production Company has the knowledge, skills and experience to carry out the work safely – ie that it is safety competent. S4C will do this by ensuring that all independent Production Companies contracted by S4C have successfully completed a Health and Safety Questionnaire and by requiring independent Production Companies, where appropriate, to provide information in relation to unusual health and safety requirements of a production as part of the commissioning process.

## **The Independent Production Companies Responsibilities**

Overall legal responsibility for health and safety on a production remains with the Production Company. The Production Company must ensure the health, safety and welfare of everyone involved with and/or affected by the production activities, including the effective control of contractors and members of the public. There should also be good planning, communication, co-operation and co-ordination by and between all parties involved in the production.

The Production Company should:

- Have in place a health and safety policy (must be a written policy if there are 5 or more employees). The Policy must contain a policy statement, an organisation section detailing who is responsible for what, and an arrangements section, including the procedures for risk assessment and monitoring of performance.
- Ensure that a competent source of safety advice is in place, and that their advice is taken and implemented where necessary.
- Clearly identify who has control of the premises, location and facilities
- Have procedures in place to ensure only competent staff, freelances and contractors are engaged
- Ensure that all company health and safety procedures, rules and guidance have been communicated to all freelances and contractors engaged.
- Identify any additional health and safety training needs of staff and freelances and ensure that these are met before the production commences.
- Ensure that any contractors engaged are provided with adequate information about the planned production activity, so that they in turn can establish safe systems of work based on risk assessment (they may need to be invited along to recces, production meetings as required).
- Ensure that a full risk assessment is undertaken for all activities under the control of the production, the appropriate controls are implemented for all identified risks and the significant findings of the assessment are recorded.
- Ensure appropriate exchange of information regarding risk assessments between the production team and all affected parties (this may include local authorities, police and residents).
- Ensure adequate communication and co-ordination between the various parties involved in the production.
- Ensure that work only begins when adequate preparations have been made, including full risk assessment of all activities, selection of competent contractors and other production crew, clear assignment of responsibilities and rehearsals where necessary.
- Ensure all work throughout the life of a production is undertaken safely, in line with any company standards and/or standards established by risk assessments.
- Ensure that staff and freelances are adequately informed and supervised throughout the production.
- Ensure all accidents/incidents are reported in line with company/production policy and legal requirements.
- Communicate any changes that are likely to affect health and safety standards in the production clearly with the maximum notice possible.
- Monitor health and safety performance throughout the production
- Implement effective remedial action for any shortcomings in performance.
- Ensure any concerns with health and safety performance of employees, freelances or contractors are addressed and communicated as appropriate.
- Consult and involve employees in health and safety matters.
- Ensure working hours are managed effectively throughout all production activities.

**CHAIN OF RESPONSIBILITY**

Overall legal responsibility for health and safety on a production remains with the Production Company. Everyone involved in the production also has a responsibility for ensuring health and safety standards for their own activities and for activities they control. The chain of responsibility can be seen in the flow chart below:

**Commissioner – S4C**

Must take reasonable care to ensure that the Production Company production company has the knowledge, skills and experience to carry out the work safely – i.e. safety competent

**Independent Production Company**

Overall legal responsibility for health and safety in their productions. Must produce health and safety policy; ensure co-operation, co-ordination and communication; make arrangements for the involvement of employees in health and safety matters.

Allocate adequate resources to health and safety. Select and appoint competent production crew; allocate responsibilities for health and safety at key stages of production to competent individuals.

Ensure they have ready access to competent source of safety advice, which is appropriate for the risks involved

Ensure that risk assessment is carried out; plan, implement and monitor health and safety throughout the production.

**Producers, managers, supervisors, heads of department or senior crew members**

Competent individuals, eg managers, supervisors, HoDs or certain senior crew members, delegated responsibility for applying health and safety standards throughout production. Clear lines of communication to be established with these individuals to know, understand and implement their delegated tasks to the required standard.

<p><b>Experienced crew</b></p> <p>Use safety equipment.</p> <p>Follow safety procedures, report accidents and incidents.</p>	<p><b>Freelancers (individual workers, excluding contractors)</b></p> <p>As crew + work in liaison with production, support risk assessment of their activity, co-operate and co-ordinate with others who may be affected by work activity.</p>	<p><b>Studio location</b></p> <p>Owner/ Occupier of premises where work is to be carried out is responsible for providing and maintaining a safe place of work with safe access and egress.</p>	<p><b>Contractors</b></p> <p>Suppliers of services and/or equipment are responsible for provision of services or equipment in a safe condition, with trained, competent operators, risk assessment, provision of relevant information. Co-operate and co-ordinate with others who may be affected by work activity</p>	<p><b>Inexperienced worker/ Trainee</b></p> <p>Need to take reasonable care of themselves and others who could be affected by their activities. Co-operate with employer.</p> <p>Will need special supervision.</p>
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