



## Health and Safety Questionnaire

As part of the commissioning process we require answers to the following questions on your company's health and safety arrangements.

**Company name** .....

**Date when questionnaire provided**                    /           /

Number of staff employed by your company .....

1. Please enclose a copy your company's current safety policy and indicate when it was agreed at Executive level.

**If the following issues are not covered by your safety policy, please provide answers:**

- 1.1. What is the management structure and chain of responsibility for safety within your company? Who has responsibility for safety at executive level?
  - 1.2. Please clarify the safety responsibilities for programme activities: who has overall responsibility on a shoot/recording?
  - 1.3. Do you have sources of competent safety advice? *(Please provide details of their experience/qualifications).*
  - 1.4. Please outline your arrangements for risk assessment in productions. *(Please attach examples of completed assessments).*
  - 1.5. Have you drawn up Company rules, guidelines and procedures for both office and programme activities? *(Please attach examples).*
  - 1.6. Have you documented arrangements and procedures for emergencies for office, studio and/or location situations? *(please attach examples).*
  - 1.7. Have all production staff received basic health and safety training? What safety training and information do freelance and temporary staff receive? *(Please provide details of training received by staff in the last year.)*
  - 1.8. What are your arrangements for vetting and managing sub-contractors, e.g. stunts, scaffolding etc.? *(Please provide examples of vetting criteria and/or verification of the vetting process.)*
  - 1.9. Do you have arrangements for communication and co-ordination of safety arrangements with others, e.g. contractors?
  - 1.10. If sub-contractors work for or with your company, e.g. lighting, scaffold, camera operators, how do you check their ability to work safely?
  - 1.11. Please outline your arrangements for reporting and investigation of accidents.
  - 1.12. What are you arrangements for complying with the Working Time Directive?
  - 1.13. If you will be involved in diving projects for the BBC please confirm that dives will comply with HSE Media Code of Practice for Diving and that HSE will be informed of the dive and contractor prior to dives.
2. Please outline any significant\* accidents within the company's activities in the last three years. Were any accidents reported to the Local Authority/ Health and Safety Executive/police? (\*e.g. as specified by the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations [RIDDOR]) *Attach brief details of the accidents and lessons learnt.*



3. Has your company had any contact with the HSE or local authority on matters of safety in the last 12 months?