

## BBC INDEPENDENT PRODUCTION COMPANY HEALTH AND SAFETY QUESTIONNAIRE

This questionnaire is to enable us to get an accurate and consistent assessment of an independent production company's safety management systems across **all** platforms.

This is to enable us to work safely with third parties and to ensure we comply with UK legislation and best practice. Once we have the information from you, we will add your details to our vetted independent production company database.

Please note that approval for your company lasts for a period of 3 years. On occasion, you maybe required to submit additional risk assessments to the BBC should you be commissioned to undertake other activities which constitute a higher risk or involves travel to a hostile environment.

<b>COMPANY DETAILS</b>	
Company name	
Production contact details including main contact name, office address, phone number, email address and web-site where applicable	
Number of staff employed by your company? (NB - If sole trader please put SELF)	
Please provide an electronic copy of your health and safety policy and/or your safety arrangements.  <small>NB – If you do not have your own safety policy, you can get a blank copy from the <a href="#">HSE Website</a> or, if a member of PACT, they should be able to provide you with a suitable policy - however it must be tailored to reflect your business.</small>	
Please provide an example electronic version of a risk assessment that you have produced for a recent production	
Who is responsible for safety management (name and position) within your company and what is their experience and training?  <small>NB - You may have someone in your organisation with a recognized health and safety qualification, or who has undergone both formal and informal health and safety training in the course of their career.</small>	

<p>What is the chain of responsibility for safety within your company and who completes risk assessments?</p> <p>NB - You should describe who carries out risk assessments, when they are undertaken and how you ensure that they are suitable and sufficient. You should also outline how you communicate the risk assessment to all parties involved in the production.</p>	
<p>Who is your competent source of advice for health and safety and what is their qualification/experience?</p> <p>Please include their contact details</p> <p>NB – This is a legal requirement under the Management of Health and Safety at Work Regulations 1999. If you have engaged external safety support, please indicate the level of support procured e.g.,</p> <ul style="list-style-type: none"> <li>• Telephone support</li> <li>• Internet support</li> <li>• Onsite/location support</li> </ul>	
<p>How do you ensure competence and training of your staff, contractors and freelancers for activities undertaken on your behalf?</p> <p>NB - Staff, including management, must have undertaken some recent general safety training of some sort. This may have been whilst at the BBC or at another major broadcaster.</p>	
<p>How is essential safety information communicated throughout your company?</p>	
<p>How do you monitor the effectiveness of your safety management?</p>	
<p>What are your first-aid and emergency arrangements on location?</p>	
<p>What is your accident reporting procedure?</p>	
<p>Please confirm your insurance cover including type (eg, public liability) and level of cover (eg, £2 million)</p>	

<p>Please outline any accidents, incidents, or near misses (including RIDDOR's) within your activities in the last three years.</p>	
<p>Has your company had any contact with any enforcement authority eg, HSE, EHO's, Fire or Police in the UK or abroad with regard to any accident/incidents?</p>	

### Declaration for three year health and safety approval:

The information provided above is, to the best of my knowledge true and correct. Failure to provide the correct information that is requested above could result in delays in approval.

Name.....

Position.....

Signature..... Date.....

**Once complete, please return this form to your commissioning contact ensuring that where applicable, you have supplied the following:**

RETURNS CHECKLIST	(tick box)
Health and Safety questionnaire	
Health & Safety Policy	
Example Risk Assessment	
Insurance details including public liability	
Competent source of advice contact details	