



GET SUCCESS TV
INDEPENDENT TELEVISION PRODUCTIONS

INDEPENDENT COMMISSIONING

Corporate Policy (Health & Safety)



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1. PURPOSE

Get Success TV (GSTV) commissions independent contractors to provide content for a numbers of televised and online distribution networks. The purpose of this Policy is to ensure that proper standards of health and safety are achieved in all production work commissioned by GSTV.

This Policy establishes the arrangements through which GSTV will manage and control its independent productions. Furthermore, this Policy is intended to ensure that independent contractors and their sub-contractors / freelance personnel, are made aware of, and are in compliance with, all relevant health and safety requirements while working on behalf of GSTV.

2. DEFINITIONS

Independent Productions	An Independent Production is a programme, series of programmes or part of a programme commissioned by GSTV from a Producer or Production Company operating as a separate business. GSTV retains final editorial control over the production, but managerial control rests with the Production Company or Producer.
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3. SCOPE / APPLICATION

This Policy is applicable to all independent contractors commissioned by GSTV for any of its networks / strands.

4. POLICY STATEMENT

All reasonable steps must be taken to ensure the safety, health and welfare of those who could be affected by an independent production commissioned by GSTV. In summary, this will be achieved by:

5. ORGANISATION AND RESPONSIBILITIES

All reasonable steps must be taken to ensure the safety, health and welfare of those who could be affected by an independent production commissioned by GSTV.

In summary, this will be achieved by:

5.1 GSTV

GSTV Commissioning Managers and Producers are responsible for:

- Confirming the health and safety competence / performance of those



wishing to produce an independent production before placing the commission.

- Health and safety performance standards of independent productions being monitored for compliance against this Policy by way of safety inspections, audits and reviews. In addition and where relevant, significant accidents, dangerous occurrences and near-misses will be thoroughly investigated to ensure that effective measures are taken by all appropriate parties to prevent recurrence.
- Keeping this Policy up-to-date through a process of formal review on an annual basis and / or when any specific relevant changes in legislation occur.

5.2 THE INDEPENDENT CONTRACTOR

Managers / Producers of independent contractors are responsible for:

- Observing and complying with all applicable health, safety, welfare and fire legislation, including all associated regulations and approved codes of practice, as they affect the production. This is equally applicable for work abroad as it is in the UK.
- Identifying and adopting, where reasonably practicable to do so, best practice as it relates to planned work activities. Where a lower standard exists abroad, where reasonably practicable, the independent contractor should apply UK best practice.
- Appointing a competent person to assist the Producer in assessing and controlling the risks on a production.
- Undertaking a suitable a sufficient risk assessment for the production in a timely manner that allows for the effective control of all risks identified. All appropriate control measures must therefore be implemented and the documented risk assessment periodically reviewed to ensure its accuracy as production risks change.
- Notifying GSTV in a timely manner of any significant accidents, incidents or near-misses occurring on a production.
- Affording GSTV all necessary co-operation and assistance in the implementation of this Policy.
- Understanding and complying with all relevant requirements stipulated in any Agreement, Contract or Production documentation supplied by GSTV.



6. PROCEDURE

6.1 QUALIFICATION (FOR CURRENT OR NEW INDIES)

Before a programme can be commissioned, each independent contractor must complete a Health and Safety Questionnaire, this process is designed to allow GSTV to vet companies so that only safety competent ones are selected for use. Each independent contractor will only be vetted once in a given cycle (typically every 3 years), and not prior to each and every commissioned programme.

The questionnaire will be sent to them by their GSTV production contact and must be completed and returned to this person in a timely manner. Completing this questionnaire and successfully passing the assessment is necessary before a programme is commissioned by GSTV. All returned forms will be vetted by GSTV's Health and Safety department and the independent contractor will be duly notified of the outcome.

6.2 PROGRAMME TREATMENT

If programme development time allows, key health and safety issues associated with the planned production should be acknowledged within the Treatment by the independent contractor.

Accordingly, a brief synopsis outlining the likely control measures for the major risks should also be included. Reference should also be made at this stage to specific health and safety programme needs, such as (not exhaustive):

- Sources of competent health and safety advice for the production.
- Specialist safety equipment or protective clothing needs.
- Health and safety budget allocations.

Where appropriate, the above requirements should be discussed and verified with the independent contractor's GSTV production contact (e.g. the Production Executive). In each case the level of detail that must be provided should be commensurate to the risks involved.

6.3 PROGRAMME COMMISSION

Only once the key health and safety risks and intended broad preparations associated with the planned production have been satisfactorily explained by the independent contractor, will the programme be commissioned.

GSTV Contracts / Production Agreements will be issued containing specific health and safety clauses which must be understood and attained by the independent contractor.



6.4 START-UP MEETING

During the Start-up meeting held between the independent contractor and GSTV, appropriate discussions and agreement must be had on matters relating to health and safety management during the production.

This will typically take the form of confirming and verifying those matters that should have been identified and described at the 'Programme Treatment' stage (see above).

6.5 RISK ASSESSMENT

All independent production companies must complete a suitable and sufficient risk assessment for their commissioned production in a timely manner prior to the start of filming. The independent contractor must ensure that such risk assessments (and all required control measures) are fully implemented before / during production.

The independent contractor shall be responsible as an employer for complying with all health and safety legislation and Codes of Practice including without limitation the need to appoint a competent person to assist the Producer in assessing the risks on production. The competent person must record in writing the significant findings identified in the risk assessment(s) as arising out of or in connection with the production and convey the preventative and protective measures to all personnel and any third parties who may be affected by the production work.

The independent contractor must ensure that their personnel are suitably trained and competent prior to the conducting of any work activities. Independent contractor personnel must receive adequate instruction with regard to health, safety and security and have the necessary equipment and protective clothing to carry out the work safely.

The independent contractor must also ensure that all companies that they contract for specialist services/works as part of their commissioned production must supply to them a suitable and sufficient risk assessment for such works.

6.6 PERFORMANCE MONITORING / REVIEW

The independent contractor must notify GSTV in a timely manner of any significant accidents, incidents or near-misses occurring on a production. Further, civil claims for damages / injuries emanating from a GSTV commissioned production, or enforcement action from the Health and Safety Executive (or Local Authority / Fire Authority) must also be notified to GSTV in a timely manner.

Periodically during the conducting of the production, and on its completion, GSTV shall monitor and review the health and safety standards achieved by the independent contractor.

Every 3 years, GSTV will formally re-vet each regularly commissioned independent contractor. These arrangements will replicate the 'Qualification' process outlined above.

Additional health and safety audits shall also take place by GSTV which may also result in recommendations for improvement, or other actions. Independent production companies shall afford GSTV all reasonable assistance in the performing of these audits.

7. APPLICABLE LEGISLATION OR OTHER SOURCES OF INFORMATION

LEGISLATION	NOTES
The Health & Safety at Work etc. Act 1974	
The Management of Health and Safety at Work Regulations 1999	
The Working Time Regulations 1998 incorporating the Working Time (Amendment) Regulations 2002	
The Children and Young Persons Acts 1933, 1963, 2008	
The Children (Performances) Regulations 1968	
The Children. (Performance) Amendment Regulations 2000	
The Children (Protection At Work) Regulations 1998	
SOURCES OF INFORMATION	
GSTV website	http://getsuccess.tv
HSE Website	www.hse.gov.uk