

As part of the commissioning process broadcasters review the health and safety arrangements of independent production companies. This questionnaire forms the basis of this review, although it is possible that you will be asked subsequent questions, particularly if you are being commissioned to produce higher risk content or if the Commissioner wants to gather further information. Once approved, your safety vetting approval is valid for a period of 3 years. Information provided on this questionnaire may be shared with other broadcasters who participate in the shared vetting process (which includes BBC, Channel 4, ITV, Sky, S4C).

Guidance on completing the form is given in notes which accompany the questions sets (blue shaded boxes). All answers should be given in the grey text boxes. You can send us the completed form as a pdf file.

Company Details

Company name (in full)	ELECTRIC FLINT		
Name of parent company (if applicable)	N/A		
Company address	Archbishop Noakes 2, Flat 5, Carmarthen Campus UWTSD, SA31 3EP		
Number of employees	7		
Please indicate (Y/N) the nature of the production commissions which you wish to be considered for within the next three years: <i>Please answer all questions</i>	Radio	N	TV Y
	Low-Medium risk i.e. non-hostile locations, ready access to emergency services, non-inflammatory subject matter		Y
	High risk: i.e. hostile and/or remote locations, undercover stories, highly sensitive subject material, etc.		Y
Low-Medium risk Radio productions - answer all questions excepting:		4, 5, 7, 10	
Low-Medium risk TV productions - answer all questions excepting:		7, 10	
High risk productions - answer all questions			
Have you been safety vetted by another broadcaster within the previous 3 yrs? (if 'yes', please state who/when)	N		
Name of person completing this form	Alvar Segui De la Quadra Salcedo		
Job title	Film Producer		
Date completed	4th of March 2019		
Declaration: By submitting this form you declare that, to the best of your knowledge, the information is true and accurate; and that you will inform the commissioning company of all changes that significantly alter the information provided.			

Health and Safety Management

1. Do you have a Company H&S Policy? (If "yes", please attach)	YES
It is a legal requirement for companies employing 5 or more people to have a written health and safety policy in place. You can write it for yourselves , obtain it from your source of H&S Assistance (see below) or customise an established one (e.g. from PACT or your parent company). 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.	

2. Who is ultimately responsible for health and safety in your company?	Name and job title: FILM PRODUCER
<i>A single individual should take overall responsibility for making sure the company's health and safety obligations are met and any issues are addressed. The responsible person should be an employee with influence within the organisation and is generally a Managing Director, Chief Executive, or other Director / board member. It should not be a person who makes day-to-day decisions about safety.</i>	

Health and Safety Assistance

3. Where do you go for H&S advice and support?	Company: S4C Contact name: BRETT Contact details: BRETTITTO@GMAIL.S4D.UK
4. Please confirm that they meet IOSH accredited competence criteria : (If not, please specify what safety competency they do hold)	Confirmed
<i>Your company needs to have someone to go to for Health and Safety Assistance. This person might be a sole trader, an employee of a consulting company, or could be one of your own employees. To be considered sufficiently competent to act in this role, they need hold a relevant and accredited health and safety qualification, sufficient to enable them to be on the Occupational Safety and Health Consultants Register (OSHCR) and/or achieve Grad IOSH membership status (or better).</i>	
5. Please confirm that your source of H&S Assistance is appropriately insured?	Confirmed
<i>Those who provide professional safety advice need hold Public Liability insurance (PLI) and Professional Indemnity insurance cover. As a guide, £1m Professional Indemnity or £3m PLI would be an acceptable level of insurance for a production with standard risks.</i>	

Health and Safety Competence

6. What core safety training does your company set for those in positions of responsibility on productions? (Please describe any mandatory courses, who needs to complete them and how often)	First Aid
7. What safety training does your company set for those working in 'high risk' situations? (Please describe any mandatory courses, who needs to complete them and how often)	We hire a Team of specialized "high risk" situations
<i>All production staff should receive H&S training appropriate to their role. ScreenSkills offer bursaries for a number of H&S training courses. Those on productions who are in a position of responsibility for the safety of others and who have completed a Production Safety Passport (PSP) accredited course (such as 'Safe Management of Production') within the previous 5 years, will be considered suitably competent by the main broadcasters and PACT members. Alternative training courses will also be considered, including IOSH's Working Safely and Managing Safely.</i>	
8. Please outline your procedures for engaging and managing contractors / sole traders on productions?	<u>PROCEDURES</u>

Risk Assessment

9. Please confirm you have attached a copy of a recently completed (i.e. < 6 months old) production risk assessment form of yours?	CONFIRMED
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10. Please describe the sign-off procedure for risk assessments involving 'high risk' activities?

EVALUATION OF SITE, COMPLETE FORM

Risk assessment is the cornerstone of health and safety management and it should form the basis of your company's health and safety procedures as well as providing a structured way of looking at workplace hazards on production. Risk assessments should be completed by somebody who is knowledgeable in the process and understands the hazards associated with the task in hand.

Accidents / incidents and Enforcement Action

11. Outline your procedures for reporting and investigating serious accidents on productions?

Specialized team hired for these activities

12. Outline any RIDDOR 'reportable' you have had in the previous 12 months, and the learning points you drew from these?

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13. Outline any enforcement action that has been taken against your company by the HSE or a Local Authority within the previous 3 yrs?

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Accident reporting can be done via an internal paper or online form, or by using the HSE BL510 accident book. Your procedure should include responsibility for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)