

Management Guidance – Contractors

Where the activities of different employers and self-employed people interact, they must:

- co-operate with each other so as to comply with the law;
- co-ordinate the various measures they have taken to comply with the law;
- take all reasonable steps to inform each other of the risks of their work and the controls in place;
- minimise the possibility of any conflict of methods of work

In programme making the Producer must ensure that there are arrangements established to co-ordinate safety and to exchange information with others including contractors, freelancers and self employed people.

Risk assessment

In programme making it is usually the Producer who must carry out a risk assessment so that the production is properly planned. In order to inform the overall risk assessment the Producer will need information from each of the contractors involved, setting out the significant findings of their risk assessment which will affect the safety of others under the control of the producer e.g. Crew, artists etc.. The information needs to be provided in good time.

It is important to incorporate information received from contractors into the overall programme risk assessment for several reasons:-

- different parties can consider the effect, timing and compatibility of their activities on others
- all involved must be made aware of the main risks in producing the programme
- new risks may come to light as a result of the combined document

The Producer should make all reasonable attempts to identify the hazards arising out of the premises to be used (studio or location) or activities relevant to the proposed work and provide appropriate information to contractors, e.g. asbestos location, underground services, floor loading, safe working loads, programme activities, etc., or other work.

The overall Production Risk Assessment should be completed and the information distributed to all those affected by the risks as soon as possible and not left until the last minute before production begins.

Selection of competent contractors

The first step is to make sure that those in the organisation that place contracts are competent to do so. The second is to train them to select competent contractors to carry out tasks. The criteria that might be used are that the contractor

- has experience of comparable activities
- has appropriate controls in place to prevent accidents and ill health in the line of work
- carries out and uses risk assessments
- has safe methods of working
- understands and complies with relevant health and safety legislation
- has clear lines of responsibility for health and safety
- keeps up to date with developments in health and safety
- has access to relevant health and safety expertise either 'in-house' or external
- provides relevant health and safety training to staff



- assesses the capabilities and expertise of their staff and any sub contractors
- monitors health and safety performance of their staff.

Contracts should be placed before any work begins, and should be properly documented.

Essential safety matters must be agreed in writing, and extra care taken in assessing competence and defining the work. The contract should include the following **requirements**, though others affecting safety may also be needed:

- the contractor and its personnel are competent;
- the maintenance of adequate safety standards in the work;
- compliance with all applicable health, safety and fire legislation;
- no work to be placed with a sub-contractor without prior permission.

In addition **before the contract is placed**, there needs to be an understanding on both sides of the scope and expectations so that the work can be done safely. The amount of effort devoted to these pre-contract enquiries should be in proportion to the hazards of the task, particularly hazards that could affect staff and others such as members of the public.

Exchange of Information

To avoid a conflict causing a problem for a production there needs to be co-operation between all people working on the programme, and especially between the different contractors, to ensure there are no gaps in the health and safety arrangements.

To do this the Producer needs to ensure that relevant information flows between contractors to ensure that all concerned are aware of the safety arrangements and the implications that their activities may have on others.

The management of safety often depends upon the exchange of **safety-related paperwork**, such as a *risk assessment* ("These are the risks of the work...") or a *method statement* ("This is how we will do the work safely..."). It is essential that both parties have a common understanding of why the material is being asked for and supplied.

Co-ordination of Information

Where there is more than one contractor, a one person should be named to co-ordinate safety issues. All contractors should provide information from their risk assessments or method statements identifying the risks arising out of their activities and how they propose to manage and control the risks they identify.

Each contractor should nominate a manager or competent member of staff to be in control and co-ordinate arrangements for health and safety

Communication of Safety Information

All involved need to be aware of the risks identified on any production and relevant information must be passed on to all concerned. Wherever possible there should be thorough planning meetings with the contractor and safety briefing meetings as appropriate. Safety briefings, should be supported by written detail (e.g. copies of a production risk assessment form). Any last minute changes must be agreed, the situation re-assessed and all involved notified. Records of these meetings should be kept.

Monitoring Arrangements

During the Production the Producer must monitor to ensure that contractors and others are working to the agreed method statement and arrangements for safety.

The purpose of monitoring is to ensure that safety rules and arrangements are being adhered to co-ordinate the safety arrangements rather than to take supervisory control for the contractors work or to approve their working methods.



The effort put into monitoring and review should be in proportion to the hazards of the work and size of the contract.

Feedback on the Safety Performance of Contractors

At the end of every contract there will need to be a review performance

If the contractor's **safety performance is unsatisfactory** it may be necessary to have the work stopped. The work should only continue if there are reasonable assurances of adequate safety performance thereafter.

Management Review

Prior to meetings regarding the reviewing performance, contractors should be asked to provide relevant information which could include, for example:

- numbers of complaints received
- results of internal audits
- details of third-party audits.