



BBC Studioworks

Freelancers Safety Handbook

Health & Safety Arrangements

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GUIDANCE FOR CONTRACTORS AND FREELANCERS USING BBC STUDIOWORKS PREMISES

1. Introduction

The health, safety and welfare of all staff, contractors and freelancers is a priority for BBC Studioworks. We operate a safety management system to meet these objectives and expect everyone working on our premises, including subcontractors, to follow the same high safety standards.

Most injuries and occupational illnesses are preventable. Operational safety will be given the highest priority and will take precedence over production requirements, expediency and shortcuts. Contractor and freelancer safety performance will be monitored, and any non-compliance addressed to support continual improvement. This handbook provides essential safety guidance and must be followed at all times.

All contractors and freelancers must understand and comply with relevant safety procedures, regulations and legal duties. Contractors/Freelancers management must ensure their staff comply with the BBC Studioworks Safety Guidance and their legal duties. To achieve this, BBC Studioworks needs to establish clear control and definition of responsibilities, co-operate to plan and undertake the work, communicate fully concerning hazards, risks and safety procedures, and ensure the workforce is competent to carry out the work.

All contractors and freelancers have a personal responsibility to work safely, take reasonable care of their own health and safety, and avoid actions that could place others at risk. You must understand and comply with relevant safety procedures, regulations and legal duties, and seek guidance immediately if unsure about any safety matter.

2. Right to work and Mandatory Training

All freelancers must prove their right to work and complete the assigned BBC mandatory training, including obtaining their [Screenskills Passport](#). If your training or right to work documentation is not up to date, we will not be able to engage you.

For further information please see the BBC Freelancer website:

<https://www.bbc.com/freelancers/>

If you have any questions regarding your engagement, please contact

bbcstudiosandpostproductionfreelancerequests@bbc.co.uk

3. General Responsibilities

We ask all freelancers to:

- Take reasonable care of their own safety and the safety of others around them
- Follow guidance from your manager or health and safety contact
- Use safety equipment properly and not misuse anything provided for safety and welfare
- Report any hazards, accidents or near misses or concerns as soon as possible
- Make sure they are competent and qualified to carry out their work

4. Site Inductions

For BBC Studioworks managed sites, you must ensure you have completed a site induction. Inductions are specific to each site and contain key site information, contact details and emergency procedures, so it is important that you have read and understood them.

You will not be issued with a BBC Studioworks ID Pass unless you have completed the induction and filled out the acceptance form. Inductions will need to be repeated bi-annually or sooner, where information has been updated. If your induction is not in-date your ID pass will not be renewed.

When collecting your BBC Studioworks ID pass, you must present valid photo identification. If this cannot be provided, you will only be issued with a visitor pass and may need to be collected from reception by your authorised host.

5. Personal Emergency Evacuation Plan (PEEP)

If you require assistance to evacuate in an emergency, please contact your line manager so a PEEP can be put in place. The BBC Studioworks template can be found here:

<https://www.bbcstudioworks.com/download/arrangement-personal-emergency-evacuation-procedure/>

6. Risk Assessment and Method Statement

Before starting work, please:

- Read and follow any relevant risk assessments and method statements (RAMS)
- Make sure you understand the risks linked to your role and location
- Attend safety briefings or inductions
- Ask questions if anything is unclear – we'd always rather you check
- No work should begin unless appropriate safety planning is in place

Freelancers contracted by Studioworks can find all health and safety documents on the health and safety section of our website:

<https://www.bbcstudioworks.com/health-safety/>

Where freelancers are engaged via another contractor or company they should ensure they have been provided with the relevant RAMS specific to the task.

The Production risk assessment should address every stage of the process:

- Design
- Set up, rig, set, lighting
- Rehearsal
- Recording
- De-rigging and Strike
- Post Production

If you have any queries, or do not feel you have been given the information or guidance needed to complete your work safely, please address this with your manager immediately.

7. Working Safely in the Studios and on Location

Work in the studios and on location can present various hazards and may involve higher-risk activities. Therefore, you must:

- Ensure you understand and follow emergency procedures
- Familiarise yourself with entry and exit points to your work areas
- Exit the building immediately if you hear a fire alarm
- Follow all site rules and safety signage
- Stay out of restricted or hazardous areas unless authorised
- Wear PPE when required
- Be aware of trip hazards such as cables
- Be aware of moving vehicles
- Ensure you coordinate and communicate effectively with other departments working in the same area
- Keep fire lanes, emergency access routes and fire exits clear at all times
- Report any unsafe activities immediately

8. Grid and Ceiling Gantry Walkways

The studio/stage grids and ceiling gantry walkways are highly restricted areas. Access is managed under a strict Safe System of Work. Only those persons who have completed an induction and have been granted access via an Approved Authoriser may access these areas. For more information see:

[Safe System of Work - High Level Grids and Gantry Ceiling Walkways](#)

9. Equipment Use

You must:

- Only use equipment provided by Studioworks or your Employer, unless specifically authorised
- Make sure the equipment is suitable for the task
- Only use equipment you are trained or comfortable using
- Carry out a visual check of equipment before use and report any faults immediately
- Make sure portable electrical equipment is PAT tested
- Do not alter or tamper with equipment unless instructed
- Use safe lifting and handling techniques when moving equipment

10. Incident Reporting

Please report any incident straight away, including:

- Accidents, Injuries or Damage
- Near misses
- Unsafe conditions
- Unsafe actions
- Equipment faults
- Security issues

Report these to your manager or they can be reported directly to BBC Studioworks via accidents@bbcstudioworks.com

Please provide as many details as possible when reporting an accident to include:

- Date and Time
- Location (site and area)
- What happened
- Name of injured person and their contact details
- Nature and location of any injuries
- Witnesses including contact details
- Any treatment provided
- If the injured person went to hospital
- Any damage to property/equipment

Where possible, please complete and submit the BBC [accident report form](#)

11. Safeguarding

BBC Studioworks is committed to safeguarding the welfare of children and vulnerable adults in accordance with the [BBC Safeguarding Policy](#)

For more information about how we manage safeguarding at the BBC and responsibilities you have when engaged by BBC Studioworks please consult the [BBC Safeguarding Website](#)

11.1 Nominated Safeguarding representatives

Nominated representatives are responsible for ensuring compliance with the BBC Safeguarding Policy and Procedures. These representatives are appointed to support staff in matters relating to the protection of children and vulnerable adults and are supported in their role by the wider BBC Safeguarding team.

The safeguarding representatives for BBC Studioworks are:

[Clare Sillitto](#) – Lead Safeguarding Representative

[Anthony Brown](#) – Deputy Safeguarding Representative

11.2 Roles requiring DBS checks

Certain operational roles at BBC Studioworks whether staff, freelance, agency or casual will require a DBS check as identified as eligible in the BBC Safeguarding Policy. Where this requirement is identified, the nominated safeguarding representative will arrange for the DBS check to be processed via the BBC Gateway Criminal Record Check portal. A copy of the certificate will be sent to the individual and all records will be kept on centrally on file. DBS checks are required to be renewed every 3 years.

A decision to employ a freelancer, or to offer continuing employment, will be dependent on the outcome of the DBS check. Anyone who refuses to comply with the DBS checking process, where their role has been identified as eligible, will not be engaged.

11.3 Reporting a Concern

Safeguarding is everyone's responsibility, and we want to ensure that any concerns which may indicate that a child or vulnerable adult is at risk are reported and investigated. If you have a concern, please approach your line manager, or alternatively, to raise a concern confidentiality, please use the [BBC Safeguarding Reporting Platform](#)

12. Filming with Contributors and members of the Public

Remember to:

- Treat all contributors and members of the public with respect and care
- Follow all safeguarding procedures
- Report any safeguarding concerns
- Ensure proper consent processes such as NDAs are followed

13. Confidentiality, Cybersecurity and Data Protection

Television and film production operates on a foundation of trust, regardless of whether a Non-Disclosure Agreement (NDA) has been formally signed. It is therefore essential that all production information, including scripts, schedules, locations, talent, technical details, and any behind-the-scenes activity, is treated as strictly confidential at all times.

Unauthorised disclosure or sharing of information, whether intentional or accidental, can compromise productions and may damage the reputation of both BBC Studioworks and the individual involved. All staff, freelancers, and visitors are expected to exercise discretion and protect sensitive information both during and after their involvement with a production.

Help us maintain confidentiality by:

- Keeping all production information confidential and ensure it is stored securely and returned to the production or destroyed when no longer required
- Do not engage with members of the public, seeking out on-screen talent and report any concerning behaviour immediately
- While on site or on location, do not take photos or videos, or post any content on social media that could compromise production confidentiality without prior permission.
- Report any suspected data breaches immediately

14. Security

Please help us maintain security on site:

- Do not prop open access-controlled doors. If it is essential to do so for operational reasons, please contact security first
- Do not tamper with any security devices on site
- Do not allow people to tail-gate through security barriers
- Report unfamiliar persons or suspicious behaviour

15. Declaration of Personal Interests

All freelancers, contractors and agency staff must declare any outside work activities which are likely to conflict with their BBC duties or could reasonably be regarded by others as constituting a conflict of interest

It is **mandatory** for all freelancers to complete the Declaration of Personal Interests form, whether they have any personal interests or not:

[Fill | Declaration of Personal Interests for Freelancers](#)

Please view the full policy here: [Declaration of Personal Interests Policy](#)

16. Substance Use and Fitness for Work

You must not work under the influence of alcohol or drugs. For further information please see the BBC Studioworks Drug and Alcohol Policy:

<https://www.bbcstudioworks.com/download/drugs-and-alcohol-policy/>

Please ensure you:

- Let us know if medication or an illness could affect your ability to work safely
- Make sure you are fit to work and take allocated breaks

17. Mental Health and Wellbeing

We care about creating a respectful and supportive working environment to our freelancer community. The BBC provides a number of resources to support its freelancers, including:

- Raising a Concern Process
- Respect at Work Helpline
- Film and TV Charity Support contact
- Employee Assistance Programme
- Remote GP Service

For further information please see <https://www.bbc.co.uk/freelancers/support/>

18. Bullying and Harassment

Help us provide a supportive and inclusive workplace by:

- Speaking up if something is affecting your wellbeing
- Report bullying, harassment or inappropriate behaviour
- Use any supportive resources available

The BBC released its *Call it Out* campaign to encourage all staff members to create a working culture that is kind, inclusive, safe and supportive without exception. At BBC Studioworks, we equally, want freelancers to ensure they feel they are able to call out any behaviour that makes people feel uncomfortable. If you have any concerns about behaviour in the workplace, please contact your line manager in the first instance. If you feel your concerns have not been addressed adequately, the concern is of a serious nature, or you prefer to report anonymously, please contact us via: callitout@bbcstudioworks.com

Please be assured that all reports of inappropriate behaviour will be taken seriously and handled confidentially. However, if a report is made anonymously without sufficient detail and we are unable to contact you, it may limit our ability to investigate the concern thoroughly.

19. Sustainability

Please help us achieve our sustainability targets by:

- Minimising waste and using recycling facilities where available
- Choose greener travel methods for commuting where possible
- Bring a reuseable water bottle
- Avoid unnecessary energy usage where possible e.g. turn off lights and air conditioning when not needed
- Follow any production sustainability guidance

20. Contacts

If you have any queries regarding your engagement or payment, please contact:

bbcstudiosandpostproductionfreelancerequests@bbc.co.uk

For all other queries, please contact your line manager or healthandsafety@bbcstudioworks.com

21. Acceptance

To confirm you have read and understand this handbook you must complete the following acceptance link:

[Acceptance Link](#)