

This is a guide to the safety vetting process for Independent production companies (Indies) wishing to obtain production commissions from the BBC. It covers Radio/Podcasts and TV/Animation. The safety vetting process requires enrolment into the BBC Third Party Vetting System (Safety Hub), company details to be provided and a number of documents before it can be completed. Whilst the [Safety Advice Line](#) carries out final approval for the safety vetting, Business Affairs Managers (BAMS) under CRBA carry out initial review of the information provided by the prior to submittal to BBC Safety. The attached **Third Party Vetting Process Flowchart** summarises the process to be followed.

Notes:

1. If the Indie has been successfully vetted by another broadcaster under the Joint Vetting Scheme (JVS), we will accept this approval and inform WhatsOn accordingly without the Indie having to be re-vetted – we will use their expiry date (max 3 years from the vetting approval date)
2. If the Indie has ticked 'high risk', we may pass the documents on to our High Risk team for comment. They don't 'approve' the Indie for high risk shoots, but may want to comment on their processes. The Indie should be aware that if they are contemplating a 'High Risk' production they should contact the BBC High Risk team as part of the planning process.
3. Radio/audio and animation only – the risks from these are typically much lower than in TV productions, which gives us some leeway when applying the vetting criteria
4. On successful completion of the process, the Indie will normally be vetted for 3 years, but can be shortened to cover a specific shoot, pilot or taster recording where the need arises – these are decided on a case-by-case basis. We hold copies of all vetting documents submitted to us on their entry in the Safety Hub

Safety Hub Vetting Information (Guidance on H&S Assistance)	Independents need 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 their 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 (OSHCN) and/or achieve Grad IOSH membership status (or to their own standard for their own employee), but this guide from the HSE may also help. We do not consider TV production work to be 'low risk'.
Health and Safety Policy	Those with <5 employees are not required by law to have a written H&S Policy. Where it is required, please ensure it has been included in the application and that the statement is signed and dated. If they have one anyway, please ask for it to be uploaded to their Safety Hub entry.
Example Risk Assessment	We know that Indies with <5 employees are not required to complete written risk assessments, but their use is standard across the industry and so we do expect them to be able to provide one. If the Indie is newly formed, they can either send us an example carried out by a senior manager when working for a previous production employer, or a draft for the current commission. It must have sufficient detail to demonstrate that they understand the risk assessment process. It needs to be for a recent production shoot (<6 months).
Public Liability Insurance	A certificate is required which is valid and names the company or sole trader as the holder of the policy. For television production BBC Safety requires a minimum of £3,000,000 and for radio a minimum of £1,000,000. All companies, regardless of size are required to have public liability insurance.
Employers Liability Insurance	Only companies with employees are required to have this in place. The certificate must be valid and name the company as the holder of the policy. Identify how many employees the indie has by checking the joint vetting form and request the insurance certificate from the company if necessary.

It should be noted that BBC Safety do not have access to records held on WhatsOn. For queries relating directly to the WhatsOn database please raise a Business Request Query via WhatsOn.

For further information: Contact your [Safety Adviser](#) or the [Safety Advice Line](#)

THIRD PARTY VETTING SAFETY HUB PROCESS FLOWCHART

