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## Mini Guide 1

# Agree a wellbeing plan

**In this first toolkit mini guide, learn how senior team members can start the process of protecting mental health on their productions by agreeing a wellbeing plan.**

The start of pre-production is the essential time to plan your approach to team support, and mental health and wellbeing.

It's an opportunity to review the whole project and consider the challenges the team might encounter so you can make key decisions about how to support everyone on the production.

This guide covers seven actions, including the following key tasks:

- **[Running a senior team wellbeing meeting](#)**
- **[Setting a production's values](#)**
- **[Completing a Mental Health Risk Assessment](#)**

For a complete approach to supporting mental health and wellbeing, while preparing for a production shoot, also see our three other **[pre-production guides](#)**.

## Actions to take

### 1. Schedule a senior team wellbeing meeting



**A key part of wellbeing planning is holding a wellbeing meeting with your senior production and creative team.**

This is the moment to bring senior leaders together to agree support at the start of pre-production, in the same way you would hold a health and safety, sustainability or creative meeting.

It's the first opportunity to set the tone by normalising conversations around mental health and wellbeing.

In these discussions, the senior team should understand how their decision-making can impact wellbeing.

They should also know what support is available to them and who they can talk to if they need to escalate any issues.

### **In the following online guide you can:**

- See how to plan your meeting
- Find ideas for your meeting agenda

## **How to run a senior team wellbeing meeting**

### **2. Agree your production's values**



**Production values set the tone for behaviour and communicate the message that mental health and wellbeing is everyone's responsibility.**

These could be simple bullet points or a full code of conduct, depending on what your company already has in place and what feels most relevant on each production.

There are some great examples in the industry to adopt or adapt:

- **Aardman – Dignity at Work**: This document outlines values and expected behaviours that support ambitions such as integrity, collaboration – and even humour!
- **BFI/BAFTA inclusion principles**: These nine online simple statements aim to tackle and prevent bullying, harassment and racism in the industry.

Whatever you create, think about how to make everyone on your production aware of your values throughout.

### **3. Create a Mental Health Risk Assessment**



**A Mental Health Risk Assessment will sit at the heart of your wellbeing plan, and will help meet legal requirements on managing stress at work.**

Companies are obliged to protect the health and safety of their employees – including taking steps to prevent undue stress.

Start your assessment early so you have time to review the project and identify risk areas, and put the right support provisions and preventative measures in place.

For example, does the schedule involve difficult working conditions or will the teams be working with sensitive content?

As you add to your assessment, consider the different experiences of those working on your production, and who will be responsible for supporting them.

#### **In the following online guide you can:**

- Learn how to put a mental health risk assessment together
- Download an editable risk assessment template
- Download an example risk assessment template

### **Create a mental health risk assessment**

#### **4. Plan your budget for mental health and wellbeing support**



##### **Ensure your budget can cover mental health and wellbeing needs.**

Ideally, adequate financial provision for mental health and wellbeing requirements will have been discussed and agreed with your commissioner/financier at greenlight.

If not, have this conversation with them as soon as possible.

Your budget could fund, for example, the provision of reasonable adjustments .

#### **5. Discuss whether you need expert support**



##### **If budget allows, you may want to bring in specific mental health expertise, particularly when risks and challenges are identified.**

They can advise senior team leaders and address crew members. Support can include:

Mental health first aiders You could train some of your team as mental health first aiders – but they're only trained to listen and signpost, not to intervene. Some crew may

already have this training, so do check.

Wellbeing facilitator : Your senior team could benefit from such an expert who would have mental health and wellbeing responsibilities on set.

Therapist or psychologist : These roles can help advise team leads on how to manage specific issues that arise, both on and off set.

## 6. Provide access to mental health and wellbeing support programmes

**Make sure your team are aware of additional mental health and wellbeing programmes on offer and how to access them.**

This may be provided through the broadcaster, or the production company – and might include:

- An employee assistance programme : Tell crew what assistance is available, who is eligible (such as hair and make-up, and craft – not just editorial) and when (before, during or after production).
- An individual assistance programme : Companies can also choose to support freelancers with short term support.
- Therapy for individuals: This can be offered, depending on the challenges of a production – such as those with sensitive content. Some broadcasters are prepared to put this in place, so it's worth checking.

## 7. Consider checking industry wellbeing policies

**You may want to review your wellbeing plan against specific industry standards.**

These policies include:

- **Bectu welfare policy principles**: Covers a range of mental health and wellbeing policy areas.
- **Coalition for Change Freelancers' Charter**: Covers recruitment, training and working hours as well as tackling bullying and harassment.

## Case study: April Kelley, Mini productions



In this video, April explains how her company built their use of the toolkit over two productions, by rolling out low-cost actions.

These actions helped crew members feel ‘seen and heard’ on set, and they were able to take their learnings on to other productions.

They included:

- Holding a wellbeing meeting for all crew and staff during pre-production.
- Adding toolkit links and the FTVC helpline details to the call sheet.
- Carrying out check-ins with crew members at the end of the shoot, and during post-production editing.



## Feedback



As we regularly review Toolkit content, if you have any suggestions to improve this guide, or any part of the site, we would love to [hear from you](#)

Our resources:

**How to run a senior team wellbeing meeting: online guide**



**Create a mental health risk assessment: online guide**



**Mini Productions: video case study [REMOVE?]**



**Download this mini guide: PDF**



**Feed back on this guide: online survey**



Links to other resources:

**Aardman – Dignity at work behaviours: PDF guide**



**BFI and BAFTA inclusion principles: online guide**



**Bectu welfare policy principles: online guide**



**Coalition for Change Freelancers' Charter: online guide**



## **Pre-production mini guides**

These four mini guides support mental health and wellbeing across your pre-production processes

**2.  
Communicate  
your  
wellbeing  
plan to your  
team**

**3.  
Be clear  
about  
bullying,  
harassment  
and  
discrimination**

**4.  
Build fair  
and  
transparent  
recruitment  
processes**

**← Post-production guides**

**Production guides →**

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