



Minimum expectations for ancillary workers supporting productions

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Building on research and stakeholder engagement, the following document sets out minimum expectations for TV productions in relation to:

- Catering workers
- Security and stewards
- Cleaners
- Drivers
- Rigger/drivers
- Set construction workers
- Hotels

Minimum expectations in relation to catering workers

Catering workers should have:

- The correct worker status
- The right personal protective equipment
- Maximum shift lengths of 12 hours, with at least 11 hours off between shifts
- Hygienic space to take breaks and a minimum of 30 minutes break every 6 hours
- Relevant training for their job
- Not paid any recruitment fees for their job
- Access to their identity documents
- Information about how to report any concerns they have

All catering workers should be treated with fairness, dignity and respect and not experience harassment, bullying, abusive language, or other forms of ill treatment.

Minimum expectations in relation to security and stewards

Security guards/officers and stewards supporting productions should have:

- Adequate clothing for the weather (extremes of heat, cold, rain or wind)
- The right personal protective equipment (PPE)
- Access to shelter from extreme weather conditions, including shade in extreme heat
- Access to drinking water, toilets and hand-washing facilities at all times
- Maximum shift lengths of 12 hours, with at least 11 hours off between shifts
- Hygienic space to take breaks and a minimum of 30 minutes break every 6 hours
- Not paid any recruitment fees for their job
- Access to their identity documents
- Relevant training for their job and correct licences

All security guards/officers and stewards should be treated with fairness, dignity and respect and not experience harassment, bullying, abusive language or other forms of ill treatment.

Minimum expectations in relation to cleaners

Cleaners supporting productions are expected to have:

- Sufficient time to do the work assigned to them
- Training on the chemicals and products they need to use
- Functioning equipment in good condition
- Carts or trolleys for transporting heavy products or equipment
- The right personal protective equipment (PPE)
- Safe spaces to change clothes
- Not paid any recruitment fees for their job
- Access to their identity documents
- Information about how to report any concerns they have, including about issues such as safety, sexual harassment, pay, working hours etc

If there are cleaners with limited English, the following key information should have been translated for them:

- Contracts
- Training information
- Product labels
- How to report concerns

All cleaners should be treated with fairness, dignity and respect and not experience harassment, bullying, abusive language or other forms of ill treatment.

Minimum expectations in relation to drivers

Drivers supporting productions should have:

- Access to drinking water, toilets and hand-washing facilities
- Protected breaks for meals
- A hygienic space to take breaks
- No more than 10 hours driving in any working day
- Adequate breaks throughout the working day for everyone's safety
- Adequate rest between shifts for everyone's safety
- Relevant training for their job and the correct licences for the vehicles they are driving
- Not paid any recruitment fees for their job
- Access to their identity documents
- Information about how to report any concerns they have
- The ability to report safely unfair pressure put on them by passengers

All drivers should be treated with fairness, dignity and respect and not experience harassment, bullying, abusive language, pressure to drive faster or take less safe routes, or other forms of ill treatment.

Minimum expectations in relation to riggers and rigger/drivers

Productions and subcontractors should:

- Prioritise safe rigging and de-rigging
- Provide riggers and rigger/drivers with access to sites when needed and point of contact
- Provide access to drinking water, toilets and hand-washing facilities at all times
- Provide access to shelter from extreme weather conditions, including shade in extreme heat
- Ensure sufficient access to food and a hygienic space to take breaks
- Acknowledge the contribution of riggers and rigger/drivers

Riggers and rigger/drivers should have:

- Maximum shift lengths of 12 hours, with at least 11 hours off between shifts
- Relevant training for their job and the correct licences for the vehicles they are driving
- Ways to raise concerns

All riggers and rigger/drivers should be treated with fairness, dignity and respect and not experience harassment, bullying, abusive language, pressure to operate in unsafe situations, or other forms of ill treatment.

Minimum expectations in relation to set construction workers

Set construction workers should have:

- The right safety and personal protective equipment
- Written contracts detailing payment terms
- The correct worker status
- Maximum shift lengths of 12 hours, with at least 11 hours off between shifts
- Additional documented safety measures for night work
- Not paid any recruitment fees for their job
- Access to their identity documents
- Information about how to report any concerns they have

All set construction workers should be treated with fairness, dignity and respect and not experience harassment, bullying, abusive language, pressure to operate in unsafe situations, or other forms of ill treatment.

Minimum expectations in relation to hotels

Hotels used should:

- **Be able to provide evidence that they are safe, hygienic and clean**, e.g. Building safety certification, Fire safety standards, evacuation procedures and checks, Food safety certification, Gas safety certificates
- **Be able to demonstrate (plans for) adequate security** to protect workers against theft or intrusion
- **Have a demonstrable understanding of labour rights risks** for their workforces, including those that are subcontracted, e.g. Good quality modern slavery statement, human rights / labour rights policy, ability to articulate risks
- **Have a human rights / recruitment policy** which specifies that no one should have paid for a job, Examples of due diligence / checks performed on recruitment agencies
- **Be able to provide evidence** of good recruitment & employment practices, e.g. living wage commitment, code of conduct that sets minimum labour standards, policies on bullying, harassment, discrimination, etc
- **Have worker grievance channels**, including an anonymous channel, and a process to respond to issues raised.

When hotels are booked last minute and cannot go through an advance due diligence process, these are the things to look out for on the hotel's website and when in situ:

Hotels should:

- Adhere to safety standards, including building safety, fire safety and food safety standards
- Be hygienic and clean
- Have a minimum 6 hours between standard check out and check in times

Hotels should not:

- Be or appear to be facilitating sexual exploitation or child sexual exploitation on the premises

People working in hotels should:

- Have maximum shift lengths of 12 hours and at least 11 hours between shifts
- Be provided with appropriate training, uniforms, tools and PPE to do their jobs at no cost to the worker
- Be treated with fairness, dignity and respect and not experience harassment, bullying, abusive language or other forms of ill treatment

Young people (under 18) working in hotels should:

- Not be working overtime
- Not be working nightshifts