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## 1. Aim and scope

This Code of Practice provides essential safety management standards for all location filming approved by the Department of Media Arts, including practice teaching and training, research, and student-initiated projects approved by means of the Department's project proposal process. The scope of this Code of Practice covers all self-managed filming work, whether on or off College premises, and includes related activities such as photography, sound recording, preparation of sets and props, conducting location reces, and travel to and from locations.

The Code of Practice requires a sufficient level of planning to ensure adequate management systems are in place to protect your own safety, and that of your crew, cast members, contributors and others who may be affected by the filming, including members of the public.

Furthermore, the Code of Practice operates in conjunction with the College's policy and procedure regarding [\*The Health and safety of students working or studying in the U.K or overseas\*](#), which covers activities such as field trips and conferences.

Generally speaking, depending on the nature of the task, filming is conducted in relatively small groups formed within a class, so for example the 1<sup>st</sup> year practice students work in groups of 6 students, plus any actors or contributors.

It is useful to note that Film London defines a small crew as being 5 members or less, including cast, for the purposes of applying for street filming permission in the Greater London boroughs. Consequently, Media Arts crews may be considered as being either small or large and different application processes apply depending on the number of people involved.

## 2. Risk assessment

Risk assessment is essential to effective health and safety management. For our purposes, this is a two-tier process, comprising the following stages:

(1) General Risk Assessments (GRAs) have been conducted by our Departmental Health & Safety Coordinator in accordance with the College policy and procedure. Two GRAs are appended; one applies to the use of the Department's location filming equipment when used in relatively stable operating environments, such as the Williams Practice Teaching Space, and filming simple actions, such as standing, sitting, reading, walking across the room, still life objects, etc.. Then there is a GRA for using hand held devices, which covers the use of hand held cameras, smartphones, sound recorders, etc.

(2) Owing to the extremely variable nature of film locations and filmed action, whether or not you are working with real or imaginary situations, it is often necessary to conduct a further level of risk assessment, which may be specific to a particular scene and location, or which can be used for a sequence of work, such as for a documentary or art production. We use our own on-line risk assessment system called *Production Buddy*, which is designed to enable a detailed risk assessment to be conducted and for this to be reviewed and, hopefully, approved by your practice tutor so you can do the filming.

**Please be aware that if you film or do any other media practice work without approved risk assessment, you will not be covered by the College's public liability insurance and disciplinary action will be taken against you.**

### 3. Training and ability

As a pre-requisite to approving any self-managed location filming work, all practice students are at the earliest and most appropriate opportunity given location safety instruction comprising two levels:

- (1) Location Safety Management training, which covers the legal context and the department's operating procedures, including how to complete the Location Safety Forms.
- (2) On-line risk assessment training using three production scenarios
- (3) A practical workshop about using the department's lighting, electrical and grip equipment, popularly referred to as a LEG course.

For all levels, students are required to sign a declaration to acknowledge they have received this training and these are kept on file by the Departmental Health & Safety Coordinator. Incidentally, each level of training will also earn points under the College Passport Award.

For some courses or activities, students need to pass a test in order to progress to a subsequent level of study.

In addition, good health & safety practice is reinforced during practice skills workshops and other practice sessions as an integral part of the various taught programmes. Under the College health & safety policy, you are required to comply with all given health and safety instruction and the department requires you to attend all relevant sessions before starting any location filming work.

If you have not attended such a session, or are not confident in undertaking the necessary location assessment, including health & safety risk assessment, then you must contact the Departmental Health & Safety Coordinator to arrange further training before planning any location work.

You must also be competent in using equipment for your practice work, as some items carry significant risk during transportation, setting up and operation, which could harm you, your crew, your actors, or members of the public incidental to your filming work.

Get to know your fellow crew members in terms of any skills and abilities that may come in useful during filming, for example if you have a qualified First Aider on the team who may be able to take appropriate action in the event of an emergency.

It is also useful to be aware of any pre-existing conditions that people in your production crew may have in case their condition is triggered or aggravated during filming, or if they have particular difficulties with certain situations such as height or confined spaces. Often, people may be unwilling to disclose such conditions so you will need to be sensitive to this when planning any work that may cause such difficulties.

## 4. Responsibility

Everyone involved in a location shoot is responsible for ensuring filming is conducted safely. Under the [College's Health & Safety Policy](#), all students are required to act in accordance with the health and safety information, training, and instruction they have received.

In accordance with the [Departmental Health & Safety Policy](#), for location filming, one student from the crew (normally your Producer) must be responsible for the management of the production's health & safety arrangements, including conducting location research and recce, safety risk assessment, completion of location safety forms, seeking specialist safety advice as necessary, and ensuring stated control measures are effectively communicated to all participants or affected parties prior to filming.

This designated student will seek permission to film from their Course Tutor via the *Production Buddy* process, who will ensure that adequate safety risk assessment has been conducted, provide practical advice as necessary, and informing the Equipment Store that they have approved the planned filming activity.

In certain cases, for example in which the level of expected safety risk is rated as high (including all requests for overseas filming), authorization will need to be escalated to the Head of Department.

The Equipment Store will only allow equipment bookings for activities that have been specifically authorized by the relevant academic tutor or, if required, the Head of Department.

Whether or not you have specific responsibility for health & safety for any production, you must read and apply the following general guidance in any production work.

Be aware that you will often be using professional, rather than consumer, equipment and therefore you will be regarded by the authorities as being a professional film crew rather than, say, a tourist.

Furthermore, be aware that in terms of how you and your film crew are perceived you are building the professional reputation of yourself and your crew, and in addition the Department, the College, and indeed the profession as a whole.

## 5. Locations

For the purposes of this Code of Practice, filming locations may be considered under the following categories, requiring different processes and levels of management, and arrangements for obtaining the relevant filming permissions:

- (1) On College premises – please use the [Campus film locations: provisional booking form](#)
- (2) Off-campus on private property – many students choose to film in rented accommodation. It is essential to obtain the necessary permissions in writing from the owner or managing agent of the property in addition to the occupier as unauthorized filming may contravene the particular tenancy agreement, which has the potential for the occupier to be evicted. Charges may also apply.
- (3) Off-campus commercial or managed spaces such as shops, offices, railway premises, bus stations, galleries, museums, theatres, etc. – It is essential to obtain filming permission from the relevant manager prior to filming. Charges will often apply.
- (4) Street filming and other open spaces – If you are filming in the street, i.e. on the pavement, which is considered as being on the public highway, you must obtain permission from the relevant local authority office and inform the relevant local police station. In Greater London, you can do this via the [Film London](#) website, or in Egham and immediate locality it will be the [Surrey Film Office](#). Charges may apply.

- (5) Locations requiring travel overseas – it is the department's policy only to allow overseas filming as an exceptional arrangement for postgraduate students and undergraduate finalists. Please refer to our [Filming abroad policy and procedure](#).

Some location hosts will request a copy of your Public Liability Insurance (PLI) certificate. All departmentally approved filming is covered by the College's Public Liability Insurance policy and a .pdf copy of the certificate can be downloaded from the [College website](#). Please be advised this link will only work on campus using your College log-in.

In the event of a claim being made against the College PLI there is an excess of £250, half of which must be paid by your production team via the crewmember with designated responsibility for health & safety management, the other half being borne by the Department.

When working on the 'public highway' (which includes the pavement or 'sidewalk'), where people must enjoy their right to progress unimpeded (be they pedestrians, joggers, cyclists, skateboarders, etc.), be aware that in any cases, tripods, stands, cables, other items of equipment or personal belongings left on the ground will cause a trip hazard and those alleging injury as a result of your negligence may seek appropriate compensation through due legal process.

## 6. Actors, performers and contributors

Although the Department sometimes employs professional actors for teaching workshops, student productions have no legal constitution to employ people and therefore need to cast volunteer actors. In UK employment law, being a volunteer means there are no contractual obligations on either party, including giving benefits in kind, though you should budget to reimburse any reasonable expenses they have incurred such as travel, overnight accommodation and subsistence.

Nevertheless, we encourage students to set the highest standards when casting actors and performers and to find the most suitable actors for the role. Work as a crew or sub-crew when meeting and screen testing your actors, rather than working alone.

Your actors, performers and contributors should be asked to sign a release form before any principal photography or recording commences. A [Performers' rights consent form](#) is provided on our website. You should keep a copy of the signed form in your production records and upload a scan to your project file in *Production Buddy*.

It may be necessary to establish the credentials of factual contributors if they are not already known by a member of the production. If they have a trade or profession that involves activities that may pose significant risk to yourself and others engaged in the production, ensure they provide you with the necessary safety instructions and evidence of relevant qualifications, safety risk assessment and their own or their company's public liability insurance.

If your actor, performer or contributor is under 18 years of age you must operate in accordance with the department's [Filming with child actors policy](#).

There are strict legal procedures that need to be adhered to and in the case of a 'directed performance' (which may include some factual productions) you will need to apply to the child's local authority for a licence or, if the authority deems that a licence is not required, then a notice of licensing exemption.

Always act in a professional manner with your actors, performers and contributors by being courteous and respectful at all times, ensuring you communicate all necessary information in a timely way and being punctual for any planned arrangements including call times for the shoot.

Always ensure your actors, performers and contributors receive a production credit and a copy of the final film.

## 7. Props, costumes, make-up and filmed action

As soon as you have completed your script breakdown and have a clear idea about the props and costumes you need for your production, you should contact the Department's Art & Design technicians to arrange a consultation meeting. The technicians will be able to advise about potential sources, including our own stock of reusable props. In some instances, and when given sufficient advance notice, the technicians may be able to modify or construct props for your production, though you will need to pay for any materials supplied.

If you intend to use replica weapons, it is vital that these are handled in accordance with the department's procedures. If you are borrowing a prop weapon from the Department's stock, you will need to have an approved risk assessment on *Production Buddy* covering the planned replica weapon usage, and you will be asked to sign a declaration about the security, handling and use of the weapon. If you intend to use knives or other sharp implements as props, these must be blunted or modified by one of our technicians before use. Actors and anyone exposed to these props need to be properly briefed in their use.

If you are using any substances such as make-up products, fake blood, etc, these must be proprietary products that are suitable for the purpose and have been properly assessed for hazards following the [College's procedures with regard to Control of Substances Hazardous to Health Regulations 2002 \(COSHH\)](#). All substances stocked by the Department are assessed before purchase and the relevant manufacturer's data sheets obtained.

All action must be properly risk assessed and if there is a significantly high level of risk then you must seek tutorial advice to establish whether or not it is absolutely necessary to film the action in the planned way. Often, there will be creative ways of cutting or framing the action to reduce potential risks. Some actions will require special approval and possibly the use of suitably competent specialists such as stunt coordinators, animal handlers, weapons experts, etc., before the planned filming can proceed.

The Department has published [risk assessments](#) and [work method statements](#) to assist with planning certain higher risk activities.



## 8. Planning (i)

Effective and timely planning is essential to safe working on location. If you are working as a production crew, one person must be identified as being responsible for sourcing and visiting locations, for risk assessing any filming work being planned, and for ensuring the planned control measures are applied during the shoot.

As a crew member, you are required to follow the health & safety procedures devised for the particular filming work and report any issues to the person with designated responsibility for health & safety management.

For certain recording activities, which will often include some forms of documentary production, some work for Creative Digital Arts and also some Creative Sound Design work, you may be required to work alone and will effectively be the person responsible for health & safety management.

You will normally be expected to visit and do a 'recce' of all of the locations you are considering, well in advance of any planned recording, so you can assess their suitability and identify any hazards associated with the particular work environment. If you are unable to do a recce, then you will need to provide your course tutor with evidence of an appropriate level of location research, for example correspondence with an appropriate location contact.

In addition to the proposed location set, you should also view any parking, loading, storage and transporting areas, dressing room space, green room and crew room with access to refreshments for when people need to be off-set during lighting, grips and camera set-up, and any secure storage requirements that may be needed, including personal belongings.

It is essential that you liaise closely with a local contact for your location. This person should be clearly identified and their name and contact details included in your production file in *Production Buddy*.

If it is a public facility such as a railway station, airport, museum or anywhere 'out on the street' or public highway, you must contact the relevant person in authority, seek any necessary permissions and ensure you understand and observe their safety management requirements.

Your local contact should also brief you on fire evacuation and other operational procedures, etc. If you are unable to find readily available information about who to contact, then ask at the Media Arts Equipment Store.

If you are recording in a private dwelling, pay particular attention to potential hazards occurring frequently in domestic environments, such as:

- steep staircases
- unmarked steps
- low beams and doorways
- slippery surfaces
- tripping on loose floor coverings, toys and other loose articles
- kitchen hazards such as hot liquids, glassware, knives, etc.
- unruly children or pets
- substandard electrical mains installations

You will also need to identify suitable exit routes that can be used if an emergency such as a house fire occurs. You must agree with the local contact suitable means of keeping these routes free from obstruction during the shoot and arrange for any doors or windows serving as emergency exits to be readily usable to allow unimpeded exit.

## 8. Planning (ii)

If your shoot is complex in terms of needing to use specialist lighting equipment, tracks & dollies, etc. you will find it helpful to draw a scale floor plan of the location so you can block your shots effectively (i.e. positions and moves of cameras and actors) and designate any required control areas for safe operation of equipment, storage of cases, safe walkways and emergency exits, cable runs including those to local mains power supplies, etc.

You may need to hire or borrow additional items of safety equipment, particularly if you need to restrict access to the set and work area if it is normally used by members of the public. Ask your local contact if any barriers are readily available.

The *Production Buddy* form will also prompt you to seek useful information in terms of proximity to local public transport facilities, the local accident and emergency department, parking and access arrangements, where to obtain food and drink, etc.

Make a note of any operating conditions that may vary from those encountered during your 'recce', for example changes in traffic or parking, lighting conditions, weather, etc.

The *Production Buddy* risk assessment comprises a checklist of generic hazards to assist you with identifying the ones most likely to occur during your shoot, depending on the nature of your planned action and the environment you are filming in.

The purpose of the risk assessment is to enable you to safeguard the wellbeing of all participants in the location recording event and of anyone who may incidentally be affected by the work, such as a member of the public or bystander who works in an adjacent area.

For each hazard you think applies, you should enter the following details:

- (1) who will be exposed to the hazard;
- (2) a brief description explaining how an accident or illness is likely to occur and what kind of injury might result;
- (3) your assessment as to the probability of the hazard occurring, expressed in terms of 'Low', 'Medium' and 'High' probability;
- (4) your assessment of the consequence of an injury occurring, expressed in terms of 'Low', 'Medium' and 'High' impact;
- (5) a brief description of the control measures you intend to put in place to eliminate the hazard or reduce the level of risk involved.

You may need to seek specialist advice from your course tutor, the relevant local contact, the departmental Health & Safety Coordinator, the College Health & Safety Advisers, or other specialist adviser.

## 8. Planning (iii)

When planning your shooting schedule, you must allow a minimum TOC/turnaround time of 12 hours between wrap one day to call time on the following day in order to avoid accidents occurring due to fatigue. Take into account any need to travel significant distances between shoots. You should also build in break times at regular intervals when planning each shoot day.

In the case of certain production activities, such as [recordings involving stunts, visual effects, fights and weapons](#), or where they involve [work at height, children and young persons, driving for productions](#) and other high risk activities or operating environments, special arrangements apply in accordance with the relevant [Work Method Statement](#). You will need to discuss with your course tutor the necessity of including such activities in your production in the context of your coursework assessment and will require the Head of Department's agreement before doing any further planning work to manage such high risk activities.

If the Head of Department has given approval for further work in relation to a high risk activity, you will need to conduct a more detailed risk assessment to consider fully the relevant standards and systems of control, with the assistance of the relevant specialist advisers.

Before submitting your completing your *Production Buddy* on line form, it is important to read and understand the declaration, as by sending on to your course tutor you accept full responsibility for implementing the health & safety arrangements for the shoot.

You are required to submit your *Production Buddy* form no less than two working days before the planned shoot but, preferably, as early as possible. This is to provide sufficient opportunity for the course tutor to discuss any operational aspects with you, and to allow time to seek any further advice needed and process the form.

If your course tutor, approves your form you may contact the Equipment Store to book the filming equipment you need for the planned shoot, subject to availability.

When booking the equipment, seek advice from the technical staff on choosing the most appropriate equipment to use for the task. This may assist in eliminating the need for unnecessary lifting and carrying.

## 9. Using third party sources and services

You will need to club together and set up a budget to pay for your production costs. It is recommended you do this before commencing rehearsals, or at least prior to principal photography, and agree fair apportionment of costs between members of your crew in order to avoid unnecessary arguments.

Buying in third party services and sourced items (i.e. not supplied by the department) includes prepared food and drink, hired or borrowed electrical and mechanical equipment and props, transport, accommodation, etc..

Owing to financial constraints, there is a temptation to go for the cheapest option rather than best value. This is likely to present quality issues which may introduce potential health & safety hazards.

As a fundamental principle, you must ensure that all third party service providers or suppliers have a recognised trading status and are willing to provide on request the necessary certificates with regard to health and safety assurance. They should also have public liability insurance cover for the services they provide.

There are significant risks with hiring or borrowing equipment from external providers. You need to be absolutely certain the equipment has all the correct components, is fully functional, and above all, that your designated operator is fully competent to use it. You will also need to arrange the necessary insurance. Please be aware that while College insurance may extend to hired (not externally borrowed) equipment, the Department will not underwrite the £2,000 excess for any claim.

Any electrical or mechanical equipment and props supplied by a third party must be properly checked, including valid Portable Appliance Test (PAT), appropriately maintained, and fit for its intended use. The consequences of error could be potentially fatal. If in doubt, find an alternative supplier.

There may be a temptation for crews to provide do-it-yourself catering in order to save on outlay, but this creates potential issues regarding standards of food hygiene, storage at correct temperature, preparation, cooking, serving, consuming within required time limits, etc. You will not be covered by the College Public Liability Insurance in the event of your actor claiming against you for food poisoning!

## 10. Preparing for the shoot day (i)

Any scripted pieces must be rehearsed in advance of the shoot to ensure actors and presenters are fully prepared and have walked through any planned actions. This will assist with planning the layout of the set and adjacent work areas, and also blocking of actors and cameras. It can also signal any unforeseen issues. Effective preparation at this stage will avoid having to manage problems on location with the associated time pressures normally imposed by the filming process.

Before collecting the equipment, you must ensure your crew, cast or other participants are fully briefed on the operational requirements for the shoot. This will include circulating copies of the relevant health & safety risk assessments and communicating associated details in relation to any control measures that must be implemented, especially the fire exit route(s).

You should draw up an itinerary for the shoot, including cast and crew call times, return travel arrangements, shooting schedule, break times, etc. Arrangements should allow realistic times for travel (taking into account the need to avoid people having to drive home fatigued after a long shoot day) and for the set up and break down of the equipment, remembering that lights will take a while to cool down enough, ready for packing away. Also, be aware that many shoots will over run, so try to take this into account.

You must ensure there are a sufficient number of people to fulfil all tasks in the time available and that they have a clear understanding of their responsibilities, particularly concerning the health & safety controls you intend to implement during the shoot. This includes having an appropriate number of people available to help when collecting and returning equipment.

If you intend to use your own vehicle to transport members of cast, crew and/or equipment for the shoot, you are personally responsible for making certain it is suitable for the task, is in road worthy condition with the necessary certification, and that you have the correct driving licence classifications and level of motor insurance cover to allow you to use the vehicle for the purpose. Similarly, anyone else driving or providing vehicles for the production must adopt the same standard. Further information is contained in [work method statement about driving for productions](#).

Monitor the weather forecasts, particularly if adverse conditions are likely to increase safety risks. Even if it is an interior shoot, remember such weather conditions are likely to affect any loading or transporting work.

Examples of relevant hazards include rain, which will increase the incidence of slips or exposure to electric shock, gusts of wind blowing equipment over or causing debris to fall from any structures above the work area, exposure to sun, heat or cold over a period of several hours. You may need to make special arrangements for shelter, protective clothing, sun cream, etc.

These considerations must be managed and clear directions given to minimise tensions between achieving creative aims and ensuring safe working. There are also a number of personal preparations you need to make.

Wear appropriate footwear for the task, the exact nature will depend on the terrain you are planning to work on, but shoes offering some overall protection with flexible soles and good grip will suit the more usual applications. Bear in mind you will need to wear them for several hours at a time so they need to be comfortable and worn-in, and ensure they don't cause unwanted noise if you are required to walk during a take.

## 10. Preparing for the shoot day (ii)

For filming purposes it is desirable for crew members to wear dark clothing to avoid causing reflections, made from fabric that doesn't generate noise when moving. However, there may be overriding safety requirements to consider, such as the need for waterproof clothing (which is often quite noisy), light clothing to reduce heat absorption and hi viz clothing in areas where there may be moving vehicles.

Make certain you take with you a practical quantity of drinking water and any healthy snacks to maintain energy levels, especially if catering facilities are unlikely to be readily accessible. Ensure you have made adequate provision for any cast or crew members who have nut allergies, diabetes or other conditions that may be aggravated by certain food contents.

Ensure your mobile phone is fully charged and your account has sufficient credit to make any required calls. Programme in any relevant numbers so you can make rapid contact in the event of an emergency.

Personal contacts need to be made aware that you will have to switch your phone off during recording and it is helpful to indicate a time when you may next be able to respond to any messages in order to avoid causing unnecessary concern.

In addition to the technical equipment you are borrowing from the department, you will find it helpful to assemble a location kit containing the following items:

- Production papers (including risk assessments, evidence of filming permission, important contact details, some blank sheets of plain A4 paper, etc.)
- Notebook and pens
- Waterproof wallet to keep papers in
- Camera tape
- Gaffer tape
- Torch
- Work gloves
- Marker pens
- Lens cloth
- Lens cleaner
- a roll of dustbin bags
- Camera rain cover
- Copy of equipment operating manual
- Mobile phone (charged and in credit)
- Utility toolkit including scissors, penknife, screwdrivers and pliers
- Spare batteries and blank recording media
- Traveller's First Aid kit
- Anything else that you wished you had taken on your previous shoot
- Waterproof holdall in which to keep all of the above

## 11. Collecting and transporting the equipment

If you are using your own vehicle to collect equipment from the Media Arts Centre, be aware the Department has no authority to enable loading and unloading in the Williams service road and vehicles found parked in this area are issued with a penalty notice.

On location, keep building exits free from obstruction and any emergency vehicle access routes clear at all times.

When the equipment is being set aside for issue, you need to check it is consistent with your booking request.

You must inspect the equipment, particularly all electrical cables and connectors, to make certain it is free from any signs of damage or disrepair. You also need to test the equipment to make certain it is fully operational.

Ensure you have been issued with any additional safety items required for the shoot, for examples RCDs to use with lighting kits, work gloves for adjusting lighting equipment, hi viz jackets for working near moving vehicles, etc.

If you identify any issues with the condition of the equipment you should report it to the member of staff who is assisting you so it may be set aside for repair or replacement. While we will attempt to replace any item of equipment you have reported as being in a state of disrepair, realistically we operate with a narrow margin of error and ultimately we may be unable to fulfil the full booking requirement. In such cases, we can discuss the difficulty with your course tutor to assess the consequences in the context of your coursework.

You must exercise due care when lifting and carrying equipment, taking into consideration the weight and size of any items or combination of items, the position of any carrying straps or handles, and any hard corners or projections. When lifting, bend your knees and not your back.

There are trolleys available to assist in transporting heavy items of equipment to the loading area so please ask for help when you need to use them.

If you are using any vehicles, refer back to the guidance given in Section 10(i).

Make certain that you have a sufficient number of crew members to watch over equipment during all loading and unloading operations as this is the time most favoured by opportunistic thieves. Always assign someone to stay with the vehicle during loading. If you need to leave the vehicle, keep the kit hidden from view, close the windows and lock the doors. Do not stow equipment in vehicles overnight – always lock it away in a secure building.

If you are carrying equipment on public transport, ensure you have an adequate number of people to share the load and avoid causing injury to other passengers when moving and stowing any items. Keep alert for any suspicious activity that may pose a threat to your personal wellbeing and that of your crew members. Always keep any items of baggage attended and in view, and comply with any directions given by official transport personnel, especially if they advise your baggage handling arrangements are deemed to be causing safety or security issues.

When using hand-held devices, be aware of approaching scooters as thieves often use them to grab valuables and make a fast getaway.

## 12. Setting up (i)

On arrival at the location, check the layout and operation of the work environment to ensure there are no unexpected conditions that will affect the health & safety controls you intend to operate. For scripted productions, your check will include any dressing room facilities being provided by the location.

Ensure any people who are not directly involved in setting up equipment are kept clear of the set. The work area must be evenly lit to a suitable level to allow effective working. Prepare any supplementary lighting that may be required off-set to illuminate work areas that will become dark when the general lighting is extinguished for run-through and recording.

Mark out spaces that will be used for specific functions, in particular the film set itself, off-set work areas where equipment stands may be set up, tracks laid, etc., other work areas where cases and other non-operational items can be stored without causing trips, and safe interconnecting walkways that will be used when entering or leaving the set.

Ensure that any lighting positions are well clear of any adjacent surfaces, structures and in particular soft furnishings such as curtains or drapes. This will allow the heat from lighting equipment to dissipate freely and minimise the risk of a fire being caused by igniting any fabrics or other flammable materials. Ensure you avoid any installed smoke detectors and sprinkler systems to avoid having an unexpected shower! (yes, it does happen)

You should adopt the following principles with regard to use of gels, diffusers, reflectors and proximity to potentially flammable materials:

(1) Ensure any **gels, diffusers and filters** attached to barn doors or otherwise used in close proximity to the film lamp are fully compliant with BS 3944-1:1992 '*Colour and diffusion filter material for theatre, television and similar entertainment purposes. Specification for flammability and dimensional stability*'. All gels supplied by the Equipment Store will comply with this standard.

(2) Any **material used or falling within the light beam**, including props, set dressing and devices or materials used for reflecting and flagging light, must be kept at least 1 metre away from any film lamp in operation.

(3) When placing film lamps, ensure that they are at least 1 metre away from **ALL adjacent surfaces and materials**, including walls, ceilings, painted, papered or plastic covered surfaces, cyclorama, curtains and other fabrics, so as to reduce the risk of browning, melting or ignition, and to allow sufficient air circulation around the unit.

Take care when erecting stands. Check for any overhead fixtures and fittings, including lighting and other electrical installations that could pose a hazard. Telescopic systems can collapse if left improperly secured and stand legs can cause trips if poorly positioned. Also be aware the higher you extend a stand, the less stable the structure becomes. This is a particular risk with lighting units, which often have to be set above head height. Risks can be reduced by weighing the stand legs down with sand bags, ensuring cables are kept free from tripping, and securing stands or light units to firm structures using proprietary ties.

Use white camera tape to mark the ends of any static microphone booms, flag stands and similar pointed objects so they are still visible after working lights are dimmed.



## 12. Setting up (ii)

Cables should be routed so there are vertical drops to the floor from any connecting points and then run flat across the floor, preferably running between points in straight lines. Any excess lengths should be properly organised to avoid causing a trip hazard and overheating. Do not stick them down with gaffer tape as this will damage some surfaces – always cover with suitable rubber matting, as supplied by the Equipment Store.

If you are using mains power extensions, make certain they are of the appropriate rating for the load you intend to use. You can do this by assessing the total power output (in watts) required of any equipment items you plan to supply, then divide this by the supply voltage (UK consumer supply is 240 volts AC). For example, an extension block rated at 6 Amps, when connected to a conventional 13 Amp power socket in the UK, will allow a maximum combined power of 1,440 Watts, which is insufficient to power, for example, one of our *Arri 2K* lights.

If you exceed this loading by connecting too many appliances, you are at risk of overloading the circuit, which has associated fire and electrical safety hazards. It is wise to allow a reasonable margin of error rather than work to the maximum limit.

You need to ensure any mains extension reels are fully extended to prevent the cable from overheating. This however increases the potential for trips, so you must ensure any excess cable is laid out in a safe area.

You must prevent any electrical cables or connectors from being exposed to water, which includes puddles, spilled liquids, etc. It is useful to supply some paper towels and bin bags to clear spillages as soon as they occur. C Form connectors (which we supply as extensions) offer better protection for outdoor work than regular 13A plugs and sockets.

Be aware that you may need to light the set using stand-ins for actors, presenters or guest participants to reduce their exposure to adverse conditions (i.e. glare of lights, heat, etc.). This may take crew members away from other tasks, so you need to ensure there are arrangements to maintain continuity of safety monitoring where work activities are left uncovered

## 13. During filming

During any location recording, there is a high risk of becoming preoccupied with the demands of getting a good take and this is when there is a greater chance of an accident occurring. Your shooting schedule should provide a clear sequence of work so that everyone involved can operate efficiently and there are effective contingency measures if work falls behind schedule.

All crew members should apply the relevant control measures put in place for the shoot and monitor safety arrangements continually for changing conditions. For example, when shooting outdoors you need to be aware of over exposure to sun, cold and heat over a period of time.

Work areas will often be dark in relation to any set where film lighting is in use. This makes trip hazards less visible so check the floor frequently and remove any items that may have been placed in work areas to a suitable safe place.

Rehearsals on set will normally consist of run-throughs to check that planned actions work at the location and to adjust lighting, camera framing and sound recording levels.

It may be necessary to simulate some actions that will be included in the performance to reduce exposure to hazards. For example, if a scene includes performed smoking (which must be risk-assessed and approved in advance) then cigarettes must only be lit for the actual recording and not the rehearsal.

All mobile phones must be switched off during recording to avoid interference with sound recording equipment and to ensure work progress is not disrupted. You should refrain from unnecessary chatter, laughter, etc. as this can be very disruptive and, as a consequence, stressful when the production director, performers, and fully-occupied crew members are trying to focus on their work.

Be aware of where microphones and cables are placed and avoid making any sudden or loud noises. This includes accidentally knocking a boom pole or a lapel microphone you may be wearing, and pulling or treading on signal cables.

If you are responsible for recording sound, follow our published [Procedure for safe use of headphones](#). You need to adjust your headphone monitoring level to the minimum required, (1) to distinguish between sound the microphone(s) are receiving and any ambient sound heard through the structure of the headphones, and (2) to assess the quality of the sound that will be recorded. Ensure everyone in the recording area is aware of the placement of any microphones being used and zones they need to avoid.

If you are wearing a headset for sound recording, communications, etc., be vigilant in maintaining awareness of warnings you would otherwise normally be able to hear, such as the sound of an approaching vehicle.

## 14. Breakdown

After you have recorded your final take, it is very likely most of the cast and crew, including yourself, will be in a rush to leave. This puts everyone involved at greater risk and you must give proper consideration to striking any set safely.

Start by ensuring everyone leaves the set unless they are directly involved in clearing up as this will avoid obstructing the removal of equipment and props. Potential trip hazards, such as cables and tracks, should be removed before transporting any heavy objects.

Once all equipment, props, cables, etc. have been removed from the set, clear the rest of the location picking up any litter and cleaning up any spillages to prevent endangering subsequent users of the space.

Remember that you are likely to be tired after a long day's shoot and must therefore avoid the risk of falling asleep while driving or performing a similar high-risk activity until fully rested.

## 15. In the event of an accident or incident

If there is an accident or incident on set (whether or not it causes injury), you will need to take prompt action along the following lines:

1. Stay calm and take control of the situation
2. Ensure no one else (including yourself) is exposed to the hazard – this may require as far as is possible such measures as evacuation from the scene to a safe area, shutting off mains electrical supply, extinguishing potential sources of ignition, isolating the area, etc.
3. If a person falls ill, or is injured, **in the event of a life threatening emergency call 999**, otherwise seek urgent medical assistance by calling 111 for advisory support and if possible seek assistance from a qualified first-aider. If you are filming on campus, call Security on 01784 443888 so they can direct the ambulance when it arrives at the gate.
4. If the injured/sick person is taken away by ambulance, make certain you know which A&E department they are being taken to so that next of kin can be informed.
5. After seeking emergency treatment as instructed in (3), if the injured/sick person is unable to contact their next of kin themselves, then you should call the College Security Services on 01784 443063 (24hr service) and report the details of the incident so they may be forwarded to next of kin by the College authorities.
6. Inform your location contact (as designated in your LSF) that an incident has occurred. They may have local operating procedures that need to be followed.
7. If safe to do so, take photographs of the scene, obtain witness contact details and if possible isolate any relevant items that can be used as evidence in the event of an accident investigation.
8. Only resume filming if you are absolutely certain the events leading up to the incident will cause no further harm or injury to others.
9. As soon as possible, contact the Equipment Store to ensure that an Accident/ Incident report form is completed and the incident duly investigated, normally by the Department Health & Safety Coordinator.
10. If you are contacted by the press or media in relation to the incident, you should not answer questions but refer enquiries to the College Press Office on 01784 443967 (email: [press@rhul.ac.uk](mailto:press@rhul.ac.uk))

In compliance with the *RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*, and the associated College policy and procedure, all accidents, or any incident that could have resulted in an accident, must be reported as soon as possible using the relevant procedure and report form available from the Equipment Store.

## 14. Useful information

### Recommended reading:


The following guidance leaflets can be downloaded from the HSE website:

<http://www.hse.gov.uk/entertainment/theatre-tv/resources.htm>


[Health & safety in audio visual production: your legal duties](#)


[Safety in broadcasting sports events](#) 

[Violence to workers in broadcast and filming](#) 

[Special or visual effects involving explosives or pyrotechnics used in film and television productions](#) 

[Stunts, fights and other potentially hazardous production activities](#) 

[Buildings used for locations or temporary studios in film and television](#) 

[Management of firearms and weapons in film and TV productions](#) 

[Safe filming and recording involving vehicles](#) 

### Useful links and contacts:

Media Arts Equipment Store: 01784 443733

Media Arts Department Office:  
01784 443734

[filmlondon.org.uk/](http://filmlondon.org.uk/)

[creativeengland.co.uk/](http://creativeengland.co.uk/)

[Surrey Film Office](#) (includes link for application to film on Surrey highways)

[Runnymede Borough Council](#) for filming on Council property (e.g. parks and cemetery lands)

[Filming in the Royal Parks](#)

[Filming and Photography in Windsor Great Park](#) (including Virginia Water)

Filming on the tidal River Thames ([Port of London Authority](#))

[Transport for London – Filming & Photography](#)

[Filming on Network Rail](#)

[www.hse.gov.uk/](http://www.hse.gov.uk/)

<https://www.screenskills.com/>

[www.nhs.uk](http://www.nhs.uk) (use the Find local services section on the home page, for example if you need to find the nearest urgent care centre)

## ROYAL HOLLOWAY UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

Name of Person Undertaking Assessment		Date Conducted	Department / Area (including description of what is being assessed)					
Keith Buckman (Health & Safety Coordinator – Media Arts)		16 <sup>th</sup> January 2018	<b>Location filming equipment</b> - This risk assessment covers general operations when using equipment in managed environments such as Williams Practice Teaching Space and the TV Studio, but excludes location and action specific hazards which must be individually risk assessed using the Media Arts Location Safety Form					
Ref No	Hazard under review	No & Description of Staff/Students/ Others Involved	Existing Controls	Assessed Level of Risk*			Further Action Required	By (Date) + Review Date
				L	M	H		
2.1	Someone may trip over cables, tripod legs, stands, cases, props, personal belongings, etc. resulting in possible bruising or sprain	- Academic and technical staff - students - NETS, cast members, other film contributors, etc)	Media Arts work method statement 'Preventing slips and trips' <a href="#">Location Filming Code of Practice</a> Initial skills training (Lighting, Electrical and Grips course) followed by repeated practice and monitoring throughout course	X			Ongoing monitoring	Jan 2020

## ROYAL HOLLOWAY UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

2.2	Someone may suffer strain injury when lifting and carrying equipment or pushing/pulling equipment trolleys or wheeled cases	- Academic and technical staff - students - NETS, cast members, other film contributors, etc)	Ella Riden trained as Manual Handling Assessor. Media Arts work method statement 'Preventing slips and trips' . <a href="#">Location Filming Code of Practice</a> Initial skills training followed by repeated practice and monitoring throughout course. Heavy items labelled with gross weight.		X		Trained Manual Handling Assessor to review risk assessments for department's activities and advise on any required changes to existing controls	Jan 2020
2..3	Someone may receive electric shock if electrical connections are damaged or become exposed to liquids during filming. Also risk of causing a fire.	- Academic and technical staff - students - NETS, cast members, other film contributors, etc)	Media Arts work method statements 'Electrical safety' and 'Fire Safety'. <a href="#">Location Filming Code of Practice</a> Initial skills training followed by repeated practice and monitoring throughout course (Lighting, Electrical & Grips course is prerequisite to allowing equipment loan). Frequent visual inspection of equipment by technical staff in Equipment Store.		X		Ensure that regular PAT inspections by College appointed electrical contractor are completed on schedule. Most recent undertaken in June 2017.	July 2019
2.4	Someone may catch their hands when collapsing or operating telescopic or folding mechanisms (e.g. stands and tripods)	- Academic and technical staff - students - NETS, cast members, other film contributors, etc)	Media Art work method statement 'Manual handling' <a href="#">Location Filming Code of Practice</a> Initial skills training followed by repeated practice and monitoring throughout course	X			Ongoing monitoring	Jan 2020

## ROYAL HOLLOWAY UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

2.5	Someone may burn their fingers when adjusting portable lighting equipment	<ul style="list-style-type: none"> <li>- Academic and technical staff</li> <li>- students</li> <li>- NETS, cast members, other film contributors, etc)</li> </ul>	<p>Initial training (Lighting, Electrical &amp; Grips course) followed by further practical training.</p> <p><a href="#">Location Filming Code of Practice</a></p> <p>PPE (riggers gloves) provided with all lighting kits.</p>	X		Ongoing monitoring	Jan 2020
2.6	Electrical overloading or hot lights igniting flammable materials may cause a fire on set.	<ul style="list-style-type: none"> <li>- Academic and technical staff</li> <li>- students</li> <li>- NETS, cast members, other film contributors, etc)</li> </ul>	<p>Media Arts work method statements 'Fire Safety' and 'Electrical Safety'</p> <p>Location Filming Code of Practice (contains instruction about diffusing and reflecting materials and Compliance with BS 3944- 1:1992 'Colour and diffusion filter material for theatre, television and similar entertainment purposes. Specification for flammability and dimensional stability'.</p> <p>Initial skills training followed by repeated practice and monitoring throughout course (Lighting, Electrical &amp; Grips course is prerequisite to allowing equipment loan).</p>		X	Rated as very unlikely (2 x 6 = 12 = MED) but it is not reasonably practical to reduce likelihood to an absolute zero without eliminating any practice work with the lighting equipment. Ongoing monitoring and frequent visual inspection of portable equipment.	Jan 2020



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2.7	A stand might fall on top of someone if it is pulled over or knocked down	- Academic and technical staff - students - NETS, cast members, other film contributors, etc)	Control of trip hazard as in 2.1. <a href="#">Location Filming Code of Practice</a> . Initial skills training followed by repeated practice and monitoring throughout course (Lighting, Electrical & Grips course is prerequisite to allowing equipment loan). Proprietary sandbags available to stabilize stands.	X			Ongoing monitoring	Jan 2020
2.8	Someone may trip over or strike equipment or other persons when working in dark areas of the film set.	- Academic and technical staff - students - NETS, cast members, other film contributors, etc)	Control of trips as in 2.1. <a href="#">Location Filming Code of Practice</a> Initial skills training followed by repeated practice and monitoring throughout course. White camera tape and hazard tape available for highlighting protruding ends of equipment	X			Ongoing monitoring	Jan 2020
2.9	Someone may catch their fingers when setting up and operating track and dolly systems	- Academic and technical staff - students	Work method statement 'manual handling'. <a href="#">Location Filming Code of Practice</a> Initial skills training followed by repeated practice and monitoring throughout course	X			Ongoing monitoring	Jan 2020

## ROYAL HOLLOWAY UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

2.10	Someone may trip over tracks that have been laid in filming area	<ul style="list-style-type: none"> <li>- Academic and technical staff</li> <li>- students</li> <li>- NETS, cast members, other film contributors, etc)</li> <li>- visitors during open day demonstrations, etc.</li> </ul>	<p>Media Arts Work method statement 'Preventing slips and trips'.</p> <p><a href="#">Location Filming Code of Practice</a></p> <p>Specialist training given to those operating track &amp; dolly equipment as prerequisite to authorizing equipment loan. Cones available to mark out exclusion zones where tracks are laid.</p>	X			Ongoing monitoring	Feb 2020
2.11	Someone may suffer hearing damage if exposed to poorly controlled signal level on headphones	<ul style="list-style-type: none"> <li>- Academic and technical staff</li> <li>- students</li> <li>- NETS</li> </ul>	<p>Media Arts guide '<a href="#">Safe use of headphones in sound recording</a>'</p> <p>Media Arts guide '<a href="#">Safe use of talkback headsets</a>'.</p> <p><a href="#">Location Filming Code of Practice</a></p> <p>Initial skills training followed by repeated practice and monitoring throughout course.</p>	X			Ongoing monitoring	Feb 2020
2.12	Someone may fall off an improvised platform when seeking a higher camera view point, or fall onto bystander, resulting in potential bruising, fracture or head injury.	<ul style="list-style-type: none"> <li>- Academic and technical staff</li> <li>- students</li> <li>- NETS, bystanders, etc)</li> </ul>	<p>Media Arts work method statement 'Work at height'.</p> <p><a href="#">Location Filming Code of Practice</a></p> <p>Initial skills training followed by repeated practice and monitoring throughout course.</p>	X			Ongoing monitoring	Feb 2020

## ROYAL HOLLOWAY UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

Name of Person Undertaking Assessment		Date Conducted	Department / Area (including description of what is being assessed)					
Keith Buckman (Health & Safety Coordinator – Media Arts)		19 <sup>th</sup> January 2018	<b>Students using hand held equipment for film, sound and photographic recording</b>  This should be regarded as a default form for general recording work in public places, private dwellings, interview situations and location reces using battery-powered hand-held recording equipment, including mobile phones, computer tablets, and other single person operation accessories.					
Ref No	Hazard under review	No & Description of Staff/Students/ Others Involved	Existing Controls	Assessed Level of Risk*			Further Action Required	By (Date) + Review Date
				L	M	H		
12.1	Student may be vulnerable to verbal or physical abuse when working alone, especially when they are concentrating on recording processes	Student	Advise student to work with another person during filming	X			Research the filming situation and if necessary complete a risk assessment using a Location Safety Form to determine appropriate controls	Jan 2020
12.2	Student may be hit by a moving vehicle (road traffic or industrial vehicle), cyclist, skateboarder, etc, if they haven't heard or observed its approach when operating the equipment adjacent to roads, or in driveways, precincts, etc.	Student Driver/ rider/ boarder	Advise student to work with another person during filming so they may keep a look out for approaching dangers  Wear hi viz vest if practicable		X		Research the filming situation and if necessary complete a risk assessment using a Location Safety Form to determine appropriate controls	Jan 2020
12.3	Student may slip or trip over unseen obstacles when operating the equipment	Student	Survey the work area and remove such hazard as much as possible. Work accompanied so that operator can be guided to avoid hazards during filming.	X			Awareness raising during practical workshops and tutorials	Jan 2020

## ROYAL HOLLOWAY UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

12.4	Student may suffer hearing damage if exposed to poorly controlled signal level on headphones	Student	<ul style="list-style-type: none"> <li>- short duration exposure levels</li> <li>- <a href="#">Procedure for safe use of headphones</a></li> <li>- <a href="#">Location Filming Code of Practice</a></li> <li>- initial skills training followed by repeated practice and monitoring throughout course</li> </ul>	X		Awareness raising during practical workshops and tutorials	Jan 2020
12.5	Student may fall off an improvised platform when seeking a higher camera view point, or fall onto bystander, resulting in potential bruising, fracture or head injury.	Student	<ul style="list-style-type: none"> <li>- Media Arts work method statement 'Work at height'</li> <li>- Location Filming Code of Practice</li> <li>- Initial skills training followed by repeated practice and monitoring throughout course.</li> </ul>	X		Advise student to only use safe purpose-designed structures to obtain elevated views.	Jan 2020
12.6	Contributor(s) and other participants may be vulnerable to verbal and physical abuse, deception, burglary, etc., for example a lone elderly resident may be placed at risk if their circumstances and place of residence can be identified or tracked	Contributor	Assess using <i>Production Buddy</i> if reasonably foreseeable	X		<p>The student must ensure that the occupant's best interests are protected by making responsible content editing choices that conceal their full identity and their place of residence or business.</p> <p>Please bear in mind this may apply to occupants of recognisable properties or businesses adjacent to the location, which may appear in the film incidentally, and must be managed accordingly by responsible content editing.</p>	Jan 2020

## ROYAL HOLLOWAY UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

12.7	Student may be injured as a consequence of poorly managed pets, including being bitten, scratched or having persons equipment knocked over by overly excitable animals	Student	Assess using Production Buddy if reasonably foreseeable	X		Research the filming situation and if necessary complete a risk assessment using a Location Safety Form to determine appropriate controls	Jan 2020
12.8	Student may become trapped if there is a fire outbreak in the location	Student	<a href="#">Location Filming Code of Practice</a> (Section 8)		X	Research the filming situation and if necessary complete a risk assessment using a Location Safety Form to determine appropriate controls, including identification of appropriate fire evacuation routes and assembly point	Jan 2020
12.9	Student may be working in an unfamiliar operating environment, including public spaces, business premises, arts and entertainment venues, public transport carriages and facilities, residential accommodation, etc., and may be harmed by exposure to processes, crowd behaviours, etc.	Student	<a href="#">Location Filming Code of Practice</a>		X	Research the filming situation in advance of the planned recording and if necessary complete a risk assessment using a Location Safety Form to determine appropriate controls	Jan 2020
12.10	Student may become ill by eating or drinking poorly prepared food products or eating in unhygienic conditions	Student	Assessed previously by Location Safety Form process, when relevant	X		Students are advised not to accept offers of food and drink from private individuals and to ensure any food and drink prepared and served to them or any co-workers complies with relevant local authority food hygiene operating standards.	Jan 2020

## ROYAL HOLLOWAY UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

12.11	<p>Filming may involve exposure to incidental hazards from domestic living and pastimes, for example any involving food preparation, motor vehicle emissions, particle emissions from machine tools, fumes from craft paints and adhesives, loud machinery or musical instruments, etc.</p>	<p>Crew Contributor Actor</p>	<p>Assessed previously by Location Safety Form process, when relevant</p>	<p>X</p>		<p>The Producer must discuss any such real world processes with the contributor before filming in order to understand the risks involved and to assess whether their inclusion is essential to the story.</p> <p>Bear in mind that filming work may pose additional level of risk, such as by distracting persons while handling hot liquids, operating power tools, etc.</p> <p>If essential to the film story, crews must be able to film such activities from a distance in order to minimise risk of distraction, prevent obstruction or interference with the activity, and limit potential exposure to any process hazards. If in doubt, a separate risk assessment using a Location Safety Form and specialist advice may be required.</p> <p>Performance of similar activities in a dramatic scene must be risk assessed using a Location Safety Form.</p>	<p>Jan 2020</p>
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