

# Department of Media Arts

## Filming abroad – policy and procedure



### 1) Scope

There are no Media Arts assessments that require students to travel abroad to undertake practical course work. However, the Department has made provision to allow students, in exceptional cases, to film abroad, usually in their home country, in order to take advantage of opportunities that facilitate choice of programme content or collaboration with sponsoring organisations.

Permission to do such work is only granted to students in fulfilment of assessed course work, including research, and normally only to those taking a post graduate level course.

For operational purposes, the term 'filming' in this policy also applies to any form of production work undertaken, such as photography, sound recording, digital image capture or post-production work.

Students who film abroad without making the necessary preparations under this policy risk personal liability for any third party claims made against them for personal injury or damage to property.

### 2) Responsibilities

- i) As a Media Arts student, **you** are responsible for undertaking an effective health and safety risk assessment of your filming trip and the filming work you are doing, for implementing effective safety controls during filming in accordance with training and guidance you have received on your course and with reference to the Department's [Location Filming Code of Practice](#), for maintaining regular contact with your Course Tutor at agreed intervals throughout the trip, and for reporting any incidents or accidents to the Department in accordance with the [College's reporting procedures](#) under [RIDDOR](#).
- ii) Your **Course Tutor** is responsible for reading and considering your filming plans, for giving specialist advice concerning the practice of film making, for assisting you with identifying potential health and safety hazards that may occur, for recommending suitable safety management arrangements, for advising the Head of Department about the planned filming work in the context of the course requirements, and acting as your departmental contact throughout the filming trip.
- iii) The **Department Health & Safety Coordinator** is responsible for assisting the Head of Department in implementing the College's health & safety management policies and procedures at an operational level, and for giving specialised advice to Media Arts staff and students about the general operating principles of health and safety management.
- iv) The **Head of Department** is responsible for ensuring the relevant health and safety management policies and procedures have been applied effectively during the planning of your filming trip, for making an informed judgement as to whether or not it will be supported by the College, and investigating any reported incidents or accidents that have occurred during the trip.

### 3) Procedure

- i) At least eight weeks in advance of your planned trip, read this policy document and discuss your plans with your course tutor. You should not book travel arrangements until your trip is approved both by your course tutor and the Head of Department.
- ii) Check UK Government advice about travel to the specific region(s) you are planning to visit: <https://www.gov.uk/foreign-travel-advice> . No travel may be undertaken to locations that are contrary

to this advice. Also, be aware that advice may change on a daily basis, especially in the event of a natural disaster, social and political conflicts, escalation in national security level, etc.

- iii) Research your trip and prepare a **planning document** for your course tutor and the Head of Department to consider. This should include:
  - (1) Travel itinerary
  - (2) Relevant maps, travel directions, and photographs of the filming locations, travel points and accommodation sites
  - (3) Names and information about relevant local contacts, such as fixers, persons granting filming permissions, interviewees, etc.
  - (4) A statement about any contingency arrangements that may have to be implemented if any planned arrangements fail, including regular maintenance of contact with your Course Tutor throughout the trip.
  - (5) A statement that you have read [General Risk Assessment \(GRAg\)](#) to ensure the identified hazards and safety control measures are adequate for the purposes of your trip, and note any further actions that may be necessary, for example if there are any additional factors about the trip that needs to be considered in your production risk assessment.
- iv) Create a new production on [Production Buddy](#), attach your planning document, and complete your production risk assessment, referencing [GRAg](#) and [Location Filming Code of Practice](#) for any procedural advice. You may find it helpful to make an appointment with the Department Health & Safety Coordinator to advise on completing your risk assessment before submitting your form to your course tutor.
- v) Submit your risk assessment via *Production Buddy* to your course tutor and they will discuss your request with the Head of Department.
- vi) Any decision to allow filming abroad will be based on the relevance of your planned trip to the assessment requirements, your perceived competence to do the filming work, the quality of your filming plan, and the potential effectiveness of the safety control measures described in your production risk assessment.
- vii) If your request is approved, *Production Buddy* will automatically notify you, the Head of Production Facility and the Equipment Store (whether or not you are planning to borrow department equipment). Otherwise, you will receive a rejection message with advisory feedback.
- viii) Once your risk assessment is approved, you can create a pdf version by clicking the PDF icon next the accepted form.
- ix) You must notify the College Finance Department about your planned trip by completing the online travel insurance form at:  
  
<https://www.royalholloway.ac.uk/finance/insuranceform.aspx>  
  
Any queries should be addressed to the Insurance Officer, Finance Department, Huntersdale (contact via email at [InsuranceQueries@rhul.ac.uk](mailto:InsuranceQueries@rhul.ac.uk))
- x) If you intend to borrow equipment from the Department, make a booking with the Equipment Store and keep a record of the model, serial number and value of the equipment so you may make this information available if requested by authorities.
- xi) Continue to check UK Government travel advice and local operating conditions. If there are no significant issues, book your travel and accommodation and finalise filming permissions.

#### 4) Insurance

There are three kinds of insurance that are relevant to students doing filming work abroad:

- i) **Public Liability Insurance** – If a party makes a claim against you for personal injury or damage to property occurring during the course of your filming work, the claim can be processed via the College's Public Liability Insurance policy. When making your filming arrangements you may need to provide proof that your filming work is covered by the College policy, so you should download a pdf copy of the College's PLI certificate from the Department's website and send it to the relevant authority. It is also in your own interest to check with your location hosts and contributors that they have adequate insurance cover in place, in case their actions or negligence causes harm to you or any companions who are working with you. Only when the Insurance Office confirms that you are covered can you assume this to be the case abroad.
- ii) **Travel insurance** – You should ensure you have appropriate travel insurance in place before travelling. You can only be covered by the College travel insurance if the trip has been booked specifically for the purpose of your studies and the time spent on the days away is for filming/coursework. If you have booked a trip to your home country for a visit, then it would not be covered by the College's travel insurance and you will need to make your own travel insurance and emergency health care arrangements. If you wish to apply for the College travel insurance, you should complete the on-line travel request form at: <https://www.royalholloway.ac.uk/finance/insurance.aspx> ).
- iii) **Equipment insurance** – If you are borrowing Media Arts equipment with a total value exceeding £2,000, you should complete the insurance form at:

<https://www.royalholloway.ac.uk/finance/takingequipmentabroadform.aspx>

Any equipment theft must be reported immediately to the local police and relevant crime information recorded in order to facilitate an insurance claim. Normally, unless otherwise specified in advance of the trip, you will be liable for the first £150 of any loss or damage, and the Department will bear the remaining cost up to the £2,000 insurance policy excess from the annual service fee fund, providing the Head of Department is satisfied you have not been negligent or have caused loss or damage maliciously. In such cases, any cost recovery, which may include full replacement cost of the equipment, is determined by the Head of Department and notified to the College accordingly so that recovery proceedings can be initiated.

You are responsible for insuring any other personally-owned, hired or borrowed equipment being used for the filming work.

#### 5) Transporting equipment

You are responsible for checking that you have all of the equipment you require and that it functions correctly before you travel. If borrowing from the Department, you must check the operation of equipment before leaving the Media Arts Centre to ensure it is fully functional. Unless special arrangements have been made to allow secure handling of equipment in rigid flight cases by third parties, all equipment must be transported as hand luggage, i.e. stored in the passenger cabin, and you must bear the cost of any surcharges applied by the operator. You are responsible for the security of the equipment throughout the period of loan, and will comply with the operator's rules when travelling, including allowing customs and security inspections.

#### 6) Documents

In addition to any personal travel documentation, you should keep copies of the following documents for reference during your trip:

- i) The Equipment Loan Agreement Form – including a specific note of the equipment’s approximate value and serial numbers.
- ii) A printed copy of your production risk assessment
- iii) A copy of this policy and procedure
- iv) The [College’s Public Liability Insurance certificate](#)
- v) Your planning document, including itinerary, contact details, maps, plans, photographs, etc.
- vi) Any filming permissions and contributor release forms

## 7) Your filming work

All filming will be conducted in accordance with the training and professional guidance you have received, including the Department’s Location Filming Code of Practice, and agreed safety controls set out in your risk assessment. With due reference to the College’s [Students Working or Studying in the UK or Overseas Policy](#), students, who have been formally advised of the standards of conduct they are required to observe but nevertheless act in such a manner that may constitute malicious or negligent conduct, or from which, as a result of excessive alcohol consumption, they or other persons suffer injury, may be personally liable for such action.

## 8) Equipment breakdown

If an item of equipment develops a technical fault during the period of loan, you must in the first instance make immediate contact with your course tutor to assess the consequences relating to completion of course work and so they can advise on what to do next. Normally, the recording will be suspended and the equipment assessed for repair on return. If it is essential that recording must be completed during the trip, the tutor will agree a suitable plan of action with the Head of Production Facility, which may include hire of equipment or liaison with an approved professional repair centre. It may not always be possible for the College to pay for repairs directly and you must ensure the College is in a position to reimburse any costs before entering into any hire or repair arrangements of your own initiative.

## 9) Personal injuries

You are legally responsible for reporting any incident with the potential to cause harm, or any actual injury caused or suffered during the course of filming, including yourself, any crew or contributors, or any members of the public. The Department Office must be contacted at the earliest opportunity so that an Incident Report Form can be completed.

## 10) Delayed return

If your return travel is significantly delayed due to circumstances beyond your control, for example by a flight cancellation, you must contact the Equipment Store to extend your booking and enable alternative arrangements to be made for any subsequent borrower.

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