



The College’s [Driving on College business policy](#) is the first point of reference for any employees who need to drive or manage College vehicles. This work method statement provides guidance for staff using their own vehicles for production-related work, and for academic and support staff advising students intending to use vehicles in relation to their production work, either as part of the action or as a transport vehicle. The College has neither the provision to insure students in relation to driving, nor to inspect vehicles or documentation in relation to productions, so this places responsibility on the driver, and onto a film crew’s designated producer (i.e. the one completing the safety risk assessment), to ensure all use of vehicles used in relation to student production is conducted in a safe and responsible manner.

Work activity general risk assessment	GRA reference	Risk rating
Parking in the Media Arts Centre (Williams Building and TV Studio) service road to load/unload and transfer equipment and props.	GRA 7.1 GRA 7.4	MED MED
Filming activity in the roadside potentially distracting passing drivers or putting pedestrian crew at risk	GRA7.3 GRA7.6	LOW MED
Using vehicles to take equipment and props to filming locations (on or off campus)	GRA 7.1	MED
Using vehicles as part of the filmed action, including static, being driven by crew, being driven by an actor, with camera(s) placed internally or externally	GRA 7.2	MED

**Physical environment:**

- Location surveys must identify arrangements for any parking and loading required for the production activity.
- Where appropriate, prior arrangements should be made with the local contact at the film location to reserve parking in a designated place close to the loading area, or at least temporary loading space and access to parking facilities in the local area.
- In the interests of road safety, local parking restrictions must be adhered to at all times.
- The College makes no official provision to allow parking in the Williams service road, so there is always risk of being issued a penalty notice. If you do to use a vehicle to transport location equipment from and to the Media Arts Centre Equipment Store, and temporarily park it to transfer goods, do not block the fire exits (Williams or rear of Computer Centre), nor the pedestrian exit route to Fire Assembly point no.9.

- Use of vehicles in a production will require specific space management arrangements following a detailed risk assessment and specific work method statement for the filmed action.
- Arrangements should be made to separate the location crew and equipment areas from any moving vehicles, before during and after recording. Consideration must also be given to members of the public using the area, whether they are pedestrians, cyclists, using child buggies, or driving vehicles.

## Sequence of tasks:

### General

1. Any employee planning to drive on College business, whether using a College vehicle or their own, must complete and submit a 'Driver Declaration' or 'Driver Approval Form' in accordance with the College procedure.
2. Staff and students using their own vehicles, including for transporting cast, crew an/or equipment, must check with their own motor vehicle insurers that they have the appropriate level of insurance cover and, if not, to put the necessary arrangements in place before using the vehicle for such work.

### Before a shoot

3. Serious consideration must be given to minimising the need to use vehicles for the production, both in terms of the filmed action, and in managing the logistics of getting cast, crew, equipment and props to the filming location.
4. If the requirement to use a vehicle cannot be eliminated, the task must be risk assessed and controls put in place to minimise the risk, for example by using a static rather than moving vehicle in a shot. This must include assessing the potential for other road users to be distracted or affected by any filming taking place on the roadside, inside a car or filming a vehicle from another vehicle.
5. Those involved in planning a production involving picture vehicles or an interview while someone is driving must read the published [HSE guidance](#) relating to safe filming and recording involving vehicles and apply the relevant principles in their control measures.
6. A suitable vehicle for the task (for example correct provision for number of passengers and loading capacity) must be sourced and a suitable person or persons identified who are qualified and insured to drive the chosen vehicle.
7. Drivers should have ready assistance for any loading and unloading activity associated with the task.
8. If the production will involve driving for a significant period of time before and/or after a period of work, such as driving to a distant location then doing filming, the workload must be shared between a group of appropriately qualified and insured drivers, or alternatively, prior arrangements made to allow adequate breaks, including overnight rest and refreshment if necessary.
9. Any arrangements requiring filming of picture vehicles on the public highway must be cleared through the relevant local authority and police departments and any specific instructions given followed to the last detail. In the immediate locality, this would be [Surrey Film Office](#), who advise: '*Large scale filming, and any applications involving traffic management, will also need to contact [Surrey Police at ContactCentre@surrey.pnn.police.uk](mailto:ContactCentre@surrey.pnn.police.uk) or by*

*calling 101. Please ask for a reference number and supply this with your application. Please also contact the relevant **district/borough council**, to comply with any requirements and regulations that they may stipulate.'* Check for the relevant film office and police force for your planned location.

10. Similarly, any filming of picture vehicles on campus must be cleared with the Head of Security by first initiating a [provisional booking form](#), giving details about the planned filming work.
11. Under certain circumstances, there may be a need to appoint a suitably trained crew of marshals (if not already supervised by others at the location) to control the movement and parking of vehicles.
12. Appointed marshals must be effectively briefed on relevant operating arrangements required throughout the period the location is being used, and provided with appropriate safety clothing and equipment suitable for the task.

**Driving:**

13. All driving must be conducted in accordance with the current UK Highway Code, unless very exceptional circumstances apply, for example if a picture vehicle is being used off the public highway under highly-controlled operating conditions, such instances being specifically risk-assessed and appropriately managed. Any such activity must be approved by the Head of Department following a request from the student's academic supervisor for the production.

**Loading:**

14. Care must be taken in transporting and loading equipment into the vehicle in accordance with standards given in relation to our work method statements for 'Preventing slips and trips', 'Work at height' and 'Manual handling'.

**At the location:**

15. Where required, designated parking areas and safe routes (i.e. separating pedestrian routes from vehicle routes) leading to the spaces must be clearly marked by the designated marshals.
16. Designated spaces must be used to park vehicles and care exercised when manoeuvring into a confined space. Assistance should be used where possible.
17. Any incidents or accidents occurring while using vehicles for College work, including using personal vehicles for student productions, must be reported using the College incident and accident reporting procedure

**Supervision:**

- Loading and unloading in relation to TV studio productions must be supervised by a member of Media Arts staff or, by prior agreement, with a suitably trained and experienced 3<sup>rd</sup> year undergraduate student.
- For all other requirements, student production crews will appoint a person (normally the designated producer) who will be responsible for conducting the production risk assessment, liaising with location facilities, and supervising the agreed control measures.

**Written Instructions:**

- HSE leaflet: [Safe filming and recording in, from and around vehicles](#)
- [Location Filming Code of Practice](#)
- [Driving on College business](#)

**Correct Equipment**

- All vehicles used must be fit for the required task and in a road worthy condition, both in terms of readiness to comply with MOT certification and standard of maintenance as published by the vehicle manufacturer.
- Any associated filming equipment must be fit for purpose, and fitted and operated in a manner that does not compromise vehicle, driver, or passenger safety, including performance of emergency equipment such as the deployment of airbags in a collision.
- Any marshals supervising the movement of vehicles, or crew members working where there is risk of being unseen by the driver of a moving vehicle, must wear a 'hi viz' jacket and suitable footwear for the terrain. Furthermore, they will not wear any devices that would impede their ability to hear instructions given by team supervisors, approaching vehicles, or members of the public walking into prohibited zones.

**Training:**

- All drivers must be fully-qualified to drive the vehicle of the required class in the UK by means of an appropriate driver's licence.
- Staff and students loading and unloading vehicles must be able to demonstrate and awareness of the risks involved with the task and suitable control measures to apply, particularly in relation to preventing slips & trips, work at height and manual handling.
- Students responsible for supervising the movement of vehicles must be able to demonstrate the ability to anticipate the hazards associated with moving vehicles, give and receive clear directions in managing traffic in accordance with the Highway Code, and be aware of limitations to vehicle manoeuvrability, for example reversing trailers, that need to be considered when directing drivers into position. Ideally, they will have received suitable training or work experience through College Security or the Student Union.

**Reference material**

- HSE leaflet: [Safe filming and recording in, from and around vehicles](#)
- [Driving on College business](#)

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**Written by:**

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