



# Codes of Practice - Summary

## **Filming on Location – Risk Assessment Notes**

### **Filming in Public**

The very presence of a film crew may materially alter the behaviour of members of the general public, thereby putting them at risk to which they would not be exposed under normal circumstances

It is the duty of the crew/journalist/director to assess the situation and ensure:

1. That they do not cause an obstruction to the normal activities of the general public.
2. That any equipment used is rigged in such away as to prevent members of the public from coming into contact with that equipment.
3. That cables are slung or covered to prevent contact with and by members of the public
4. That warning signs are used if and where appropriate
5. The local authorities are informed of the activities of the crew and permissions sought and gained if appropriate

### **Filming Close to Traffic**

It is a requirement of the relevant Road Traffic legislation that:

1. Work near the public highway where a footway is not provided or
2. Work on the public highway in any situation

Those concerned must wear a high visibility jacket which conforms to British Standard BSEN 471 ON ALL OCCASSIONS

3. An assessment should be made as to the likely effect the filming will have on passing motorists in regard to distraction or to the occlusion of road signs/warnings etc. Steps should be made to minimise any identified consequences from such an assessment.

Filming in 3<sup>rd</sup> Party/private premises it is an absolute requirement to ensure that the electricity supply within those premises is safe to make a connection with.

- 1 The polarity of the conductors within the socket to be connected to must be tested using an appropriate tester
- 2 The circuit must be capable to supply the required current for the lighting in use
- 3 A residual current device (RCD) MUST be used on all occasions.



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4. Care should be taken to ensure that the lights do not come into contact with or be sited within close proximity of the fixtures, fittings or fabric of the premises, as heat generated by the lights may scorch or set fire to the fabric, fixtures or fittings
5. Access and egress to the room/ location must not be blocked
6. Cables must be arranged to prevent tripping
7. Lights must be rigged such that they do not interfere with safety systems present in those premises
8. If children are present, care should be taken to prevent their accidental contact with any equipment in use

### **Filming in Public Buildings**

It is the duty of the crew/ journalist/ director to assess the situation and ensure:

- 1 That they do not cause obstruction to the normal activities of the general public
- 2 That any equipment used is rigged in such a way as to prevent members of the public from coming into contact with that equipment
- 3 If children are present, in a school for example, then a 3<sup>rd</sup> party MUST guard any lights used to prevent contact by the children and to prevent the lights from being knocked over
- 4 That cables are slung or covered to prevent contact with any members of the public
- 5 That warning signs are used if and where appropriate
- 6 That contact with the/any "house electrician" is made before lights are rigged or "house" power is used
- 7 The polarity of the conductors within the socket to be connected to must be an appropriate tester
- 8 The circuit must be capable to supply the required current for the lighting in use
- 9 A residual current device (RCD) MUST be used on all occasions
- 10 Care should be taken to ensure that the lights do not come into contact with or be sited within close proximity of the fixtures, fittings or fabric of the premises, as heat generated by the lights may scorch or set fire to the fabric, fixtures or fittings
- 11 Access and egress to the room/ location must not be blocked
- 12 Cables must be arranged to prevent tripping

### **Filming at Emergency Incidents**

- 1 The advice of the emergency services MUST be taken at all times
- 2 Under no circumstances must crews cross exclusion lines/barriers and put themselves into danger



## **Court Filming**

- 1 Procedures for filming in public places apply
- 2 An assessment of the risk to the crew/journalist from violent behaviour should be made and if the risk is high then the crew should remove themselves to a place of safety

## **Filming by an on Water**

- 1 When filming on a boat. Life jackets should be worn AT ALL TIMES, unless the boat is licensed to carry people without the need for life jacket
- 2 Only boats carrying Board of Trade” certificates an appropriate third party insurance are to be used for filming at sea.
- 3 No Filming is to be carried out closer than three metres to a un protected dockside/wharf edge, unless the edge is protected by barriers complying with the appropriate legislation
- 4 An assessment of the integrity/stability of banks must be prior to filming
- 5 Appropriate steps must be taken to ensure the safety of all person s associated with the shoot if the assessment identifies any risk/hazards

## **Filming at Height**

Height is defined as any “platform” above 2 metres. The term “platform” includes ladders, ledges, scaffolding etc

- 1 An appropriate barrier no lower than 950mm with an intermediate rail at 450mm in height, capable of withstanding an adult falling against it must surround the “platform”
- 2 If no barrier is available then all persons working at height must be prevented from falling by means of a suitable restraint fixed to part of the “platform” which is capable of withstanding the shock of any fall.
- 3 Any equipment must be prevented from falling from the “platform” either by an appropriate barrier or means of restraint. The restraint MUST be separate from that in use by any of the “crew”

## **Filming on moving vehicles on ground / in the air**

1. When filming from a motor vehicle it is an offence to interfere with or cause a distraction to the driver
2. Should the camera operator be exposed to the risk of falling from the vehicle, then the operator must be restrained from falling by means of a suitable restraint
3. The restraint must be such that there is no risk that the operator can fall from the cabin of the vehicle
4. When filming from an aircraft with doors removed both the operator and equipment must be independently connected to the aircraft by means of a suitable restraint, and any other passengers must be strapped into their seats using suitable seat belts.



## **Filming with Animals**

There is always a risk of infection, infestation, bites and scratches from any animal.

1. An assessment of the risks posed by any of the above must be made when dealing with any animal and appropriate steps must be taken to minimise the risk
2. Means to disinfect and/or de-infest the location must be provided and used, if animals are brought onto
3. A specific risk assessment **MUST** be made for any pregnant worker who comes into contact with or is likely to come into contact with **ANY** animal during the course of her duties.
4. It is advisable that pregnant workers are reassigned duties if there is any risk of contact with animals during the normal course of her work in order to prevent a risk of infection for the mother and child
5. “Pregnant worker” means any woman who is carrying an unborn child, breast feeding, or has given birth within the previous six months

## **Filming with Pregnant workers**

1. Over and above the precautions taken when filming with animals pregnant workers must not be exposed to excess physical activities such as lifting, or standing for long periods of time.
2. Pregnant workers should not work extend shifts especially if this involves night work

## **Filming with children and young people**

1. It is a legal requirement that specific risk assessments are carried out on **EACH AND EVERY OCCASION** that children (under 16 years old) and involved with a work situation.
2. The risk assessment **MUST** be communicated to the parents or guardians of the children **BEFORE** the activity takes place. (Teachers cannot act in “loco parentis”)
3. The risk assessment must take into account the maturity of the individual(s) concerned
4. In a school or other location where there are a number of children present, only those children directly involved with the filming action need to be considered in the risk assessment process. Children who are only in the “background” of the shot may be ignored, unless their performance or action are “directed”  
(N.B Failure to carry out this risk assessment renders the individual in charge, and the company liable to prosecution whether or not an incident occurs)



### **Filming in Mines/Excavations /caves and tunnels**

The specific risks involved with mines, excavations, caves or tunnels is from the physical integrity of the mine, excavation cave or tunnel and from the incursion of gas into the mine, excavation, cave or tunnel. This incursion of gas gives rise to a highly explosive and/or poisonous atmosphere

1. Crews should only enter mines, excavations caves or tunnels where the appropriate authority has certified that the physical integrity of the mines, excavations caves or tunnels is such that there is no danger of collapse or cave-in
2. Crews should only enter mines, excavations caves or tunnels where the appropriate authority has certified that it is free from the risk of explosion or poisonous atmosphere
3. Only equipment approved as intrinsically safe may be taken down a mine and into tunnels and excavations
4. E.N.G equipment **MUST NOT** be taken into mines, tunnels or excavations unless specific approval has been obtained from the authority in charge of that mine, tunnel or excavation

It should be noted that complying with these Codes of Practice does not automatically remove the need to carry out a risk assessment at the location, as part of the Code of Practice may include an assessment.

These codes of Practice do not remove individual liability under Health and Safety legislation.

Failure to comply with these Codes of Practice may result in disciplinary action being taken against an individual.

Please note that this summary relates to the full document –

### **Working on Location - Health & Safety Codes of Practice for Production Staff**

Please consult this document for further information.

For a copy of this document please contact your Manager or Supervisor or call the scheduling office on 01932 592645