

Film LBBB - COVID-19 Additional T&C's (June 2020)

The purpose of this document is to ensure that productions working or visiting our locations are compliant by factoring in the current COVID-19 UK Government guidelines in order to keep all site staff, LBBB staff, contractors, visitors, public and the production protected by adopting safe working practices. These are to be included as part of their early planning proposals and/or applications to film in the borough of Barking and Dagenham.

Productions **must** allow sufficient leading time for planning, proposals, applications, liaison and review of the Covid-19 measures and requirements.

Film LBBB have factored in the following action points for productions to adhere to when they film in borough. The primary purpose of these actions is to:

- Enable a safe working environment that protects site staff, LBBB staff, contractors, visitors, public and complies with the government's guidance on managing the risks of COVID-19.
- Ensure productions understand their responsibilities to assess and control risks on location and comply with health and safety law.
- To produce risk assessments to demonstrate how you are going to comply with and achieve a COVID-19 Secure workplace

The industry has developed the following guidance documents that productions **must apply** to their specific project's needs:

- [British Film Commission - Working Safely During COVID-19 in Film and High-end TV Drama Production](#)
- [Film London COVID-19 Guidance for Location Filming](#)
- [Location Filming in London – Code of Practice](#)

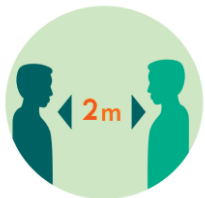


Actions

[1] Productions must supply a Risk Assessment that includes and covers the COVID-19 measures in place for all aspects of production.

[2] Productions must supply a detailed and location specific COVID-19 Risk Assessment and Method Statement (RAMS) that addresses the location, people and activities involved and identifies the specific control and mitigation measures in place to achieve a low level of risk.

Productions must include reference to:



- Social Distancing – Keeping a minimum distance of 2 metres, with no hand shaking or other physical contact. Unless otherwise highlighted under special conditions



- Enhanced Hygiene – Washing hands thoroughly for at least 20 seconds with soap & water at frequent intervals throughout the day as well as immediately upon entering and leaving site with individual personal hand sanitisers available with a minimum of 60% alcohol.



- Personal Protective Equipment (PPE) including face masks and face Coverings where determined via risk assessment - Production to provide full PPE as required by government guidelines.



- Cleaning - Enhanced cleaning procedures that will be adopted prior to arrival, during and upon departure of the location.



- Health Monitoring and Declarations - how this will be constantly checked/monitored in line with the current government guidance and the declarations that will be made for all crew and cast present on location to support this.

*** For low level filming [1] & [2] can be outlined on the same Risk Assessment**

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[3] Productions, dependent on the size and scale of their shoot, will be required to supply location specific illustrations of how social distancing measures will be implemented and managed at the location.

[4] Productions must be aware that all risk assessments and method statements submitted and accepted by Film LBBB in relation to the shoot must be adhered to at all times and Film LBBB retains the right to ask crew to cease activity immediately and to leave the location if any of the agreed working practices and measures are not adhered to or if activity is over and above that stated on the risk assessment(s) and method statement(s).

[5] Productions must display Covid-19 signage at appropriate positions at the location – this is in addition to 'Filming in Progress' signage. All signage to be used must be agreed in writing with Film LBBB in advance of filming taking place. **Agreed working for signage – see appendix one below.**

[6] Productions must confirm that they have read and understand their responsibilities to current Government guidance and advice in relation to 'Working safely during coronavirus (COVID-19)'. With particular attention to:

- Practical actions for businesses to take based on 5 main steps:
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-stepsto-working-safely>
- Guidance for people who work in or run outdoor working environments:
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid19/construction-and-other-outdoor-work>

[7] Productions must confirm:

1. Details of their Health and Safety Officer
2. COVID-19 Health and Safety Officer / Supervisor
3. Designated personnel responsible for ensuring the H&S policy is put into practice on location
4. Details of COVID-19 training crew and cast have undertaken (with certificates available on request)

Productions **must** provide the above details and confirmation on their Risk Assessment(s).

Note: The Producer will have ultimate responsibility on Location for all Health & Safety.

[8] Productions must confirm which COVID-19 guides are being utilised within their production planning. For example:

- *British Film Commission – Working Safely During COVID-19*
- *Location Filming in London - Code of Practice*
- *The UK Broadcasters 'TV Production Guidance: Managing the risk of Coronavirus (COVID-19) in production making' (May 2020)*
- The APA 'COVID-19 Shooting Guidelines' (May 2020)
- Other...



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[9] Applicants for film permits must supply the following documents to a completed online application form (available at www.filmappp.org/barking)

- A signed copy of this document.
- A copy of the method statement from the production Health and Safety Supervisor, specifically addressing the mitigation measures taken to reduce any Covid-19 related risks.
- Public Liability Insurance
- Diagrams of all proposed locations showing how the Exclusion Zone / Social Distancing will operate.

On the morning of the shoot, the location department must send photographs of the signage and barriers in place to film@lbbd.gov.uk. All must conform to the approved Exclusion Zone / Social Distancing plans.

Signed	Print Name
Production Company	Date(s) of filming



APPENDIX 1 – COVID-19 Secure Workplace Poster to be displayed at all locations when all requirements have been met prior to commencement of work.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- We have **cleaning, handwashing and hygiene procedures** in line with guidance
- We have taken all reasonable steps to **help people work from home**
- We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

WORKING SAFER TOGETHER

PRODUCTION COMPANY	
DATE	
HEALTH AND SAFETY REPRESENTATIVE ON LOCATION	