

RISK ASSESSMENT GUIDELINES

Before you start:

- Your risk assessment must be specific to the scenes and locations detailed in your application.
- If you already have a risk assessment, please send that over rather than filling in the template supplied.
- If using the template, please ensure you complete all the pages including the hazard list on page three and the table on page four.

Please consider the points below when planning a photography or film shoot on Canal & River Trust land, these are the some of the things that should be incorporated into your risk assessment and implemented on the day of your shoot:

- All crew members not in front of the camera must wear high visibility vests or jackets.
- A minimum of two life jackets* and throw lines to be on hand for the duration of the shoot. All crew should be briefed on correct use of life jackets and location of throw lines. If anyone enters the water accidentally, they should be briefed to stand up if the water is shallow, stay calm and swim to the edge. *Life jackets to be worn on the towpath by crew where deemed necessary, a site-specific assessment at the filming location should be carried out. Please ask for guidance on wearing lifejackets if you are unsure.
- Tripods should be highlighted and marshalled to minimise potential trip hazards.
- "Filming/Photography in progress" signs must be placed at 100m and 50m intervals either side of the camera position (on the towpath) to ensure all cyclists and pedestrians are aware of your activity at the earliest possible opportunity (on larger shoots marshals should be placed at these intervals too).
- Pedestrians and cyclists may be asked to halt to avoid disruption during takes. Any locking off must be limited to up to two minutes at a time and security marshals need to be placed well in advance either side of the towpath to politely ask people to co-operate. If the public are unwilling, please state to proceed with caution. All security personnel to be in constant contact with each other and the 1st AD.
- Antiseptic wipes/gel to be available to all crew members in the event that they make contact with canal water as there is high risk of infection from Weil's Disease etc. (see HSE guidance)
- Please consider your shoot times carefully, particularly in urban areas where the towpath may be used by cyclists, joggers and pedestrians during peak times (i.e. morning rush hour, school run etc.). We advise you to avoid shooting between the hours of 07:00-10:00 and 16:00-19:00 in the interests of safety for your crew and others using the towpath.
- There must be no fixing, drilling, painting or altering of any CRT property without prior consent.
- Details of emergency arrangements including the name and address of the nearest hospital should be included alongside a map or directions of how to get there from the shooting location. In the event of an emergency it is useful to know the nearest access point from a road onto the towpath. Familiarise yourself with the location before your shoot and make a note of the postcode of a nearby street which has towpath access.
- If you are planning to use a drone camera (UAV) on your shoot please make sure to include your pilots CAA permission and insurance with your application. You should also provide a method statement explaining how you will manage the towpath and a map showing where you will launch, fly and land the drone. All local residents, land owners and councils must be notified in advance. More information about drones can be found on the CAA website.

Submission:

Please ensure that the risk assessment is submitted at least 5 working days before your shoot date. The Canal & River Trust does not guarantee that you will be given permission for your shoot if the risk assessment is not produced in this timeframe. The risk assessment must be considered by a relevant member of The Trust's supervising staff so enough time should be provided for them to deliver feedback and for the risk assessment to be resubmitted if amendments are required. Please do not hesitate to call or email if you need to discuss further.