



## **Waltham Forest Film Office – Additional COVID-19 T&Cs**

Waltham Forest Film Office have outlined the following Actions for productions to factor into the early planning of their filming and include as part of their proposals and/or applications to film in the borough.

Productions must allow for sufficient/additional lead time for planning, liaison and review of COVID-19 measures and requirements, where required.

The primary purpose of these actions is to:

- Enable a safe working environment that protects the 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.

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](#)
- [Location Filming in London – Code of Practice \(Including COVID-19 Guidance for Location Filming in London\)](#)

All filming applications must be submitted via [www.filmhub.co.uk](http://www.filmhub.co.uk) and are subject to agreement and approval on a case by case basis.



## 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
- Enhanced Hygiene
- Personal Protective Equipment (PPE) & Face Coverings
- Cleaning
- Health Monitoring / Declaration

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

[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. Confirmation of this requirement will be confirmed by Waltham Forest Film Office on a case by case basis.

[4] Productions must be aware that all risk assessments and method statements submitted and accepted by Waltham Forest Film Office in relation to the shoot must be adhered to at all times and Waltham Forest Film Office 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 Waltham Forest Film Office in advance of filming taking place. Confirmation of this requirement will be confirmed by Waltham Forest Film Office on a case by case basis.

Waltham Forest Film Office has created a Covid-19 signage template that will be accepted **(Appendix 1, attached)**



[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)'. We draw 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-steps-to-working-safely>
- Guidance for people who work in or run outdoor working environments:  
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

[7] Productions must confirm their:

1. H&S Officer
2. COVID-19 H&S Officer / Supervisor
3. Designated personnel responsible for ensuring the H&S policy is put into practice on location
4. COVID-19 training crew & cast have undertaken

Productions must provide details & 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...*

[9] When requested by Waltham Forest Film Office the locations department must send photographs as soon as filming on camera starts of the location and working areas to [walthamforest@filmoffice.co.uk](mailto:walthamforest@filmoffice.co.uk) displaying the approved and agreed social distancing measures (including physical barriers) and signage in place.

Working Area(s) - The defined space(s) in which crews remain whilst working which is agreed in advance with the Waltham Forest Film Office.



**APPENDIX 1**

**Staying COVID-19 Secure in 2021**

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

**SOCIAL DISTANCING: Please maintain 2m away from Filming**

**\*WORKING SAFER TOGETHER\***

- We have carried out a COVID-19 Risk Assessment and shared the results with the people who work here
- We have increased cleaning, handwashing and hygiene procedures in place in line with guidance
- We have taken all reasonable steps to maintain a 2m distance from members of public
- Where crew & cast cannot be 2m apart, we have done everything practical to manage transmission risk

<b>PRODUCTION COMPANY</b>	
<b>DATE</b>	
<b>H&amp;S REPRESENTATIVE ON LOCATION</b>	