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| **Hazards Identified and Risks Arising**  *Identify and list what hazards could cause significant harm, how and to whom. This includes anybody who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)* | | Risk Assessment & Precautions Required  *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available sources (e.g. contractors, premises management, resource providers etc.)* |
| --- | --- | --- |
| **Hazard:** | **To Whom:** |
| **Vehicles** | | |
| **Driving – General (Crew)** | * **Cast** * **Crew** * **Public** | * Driver holds a full driving licence for the vehicle to be driven. * Only members of the team who are insured and experienced will undertake driving. * Vehicles will be maintained in a road worthy condition. * Any hired vehicle will be from a reputable company. * Drivers are instructed to drive safely in accordance with UK Law. * Both driver and passengers will wear seatbelts. * Journey times will be sufficient to allow for speed restrictions, traffic conditions, etc. * All loads/equipment carried will be packed and secured in such a manner as to reduce the likelihood of them causing injury in a collision. * No one that is under the influence of drugs or alcohol should drive. * No one that is fatigued is to drive. |
| **Driving (in-depth)**  The driver:  • Inexperience  • Poor accident history  • Points on licence  • Medical problems  • Drug/alcohol abuse  • Health problems  • Unfamiliar with the vehicle  The vehicle   * Mechanical failure - especially if poorly maintained * Vehicle not suitable for the task * Driver / passenger being struck by unsecured loads * Poor posture – driving seat not giving adequate lumbar support * Driver not trained to operate the vehicle safely   The journey   * Unrealistic time schedules – resulting in long journeys without time for adequate rest breaks * Unsafe routes * Driver unfamiliar with the route * Adverse weather conditions | * **Cast** * **Crew** * **Public** | * A valid and current driving licence has been produced – photocopy on file. * Appropriate insurance documents on file * Reassessment takes place after any reported incidents which are investigated. * Employee aware they should report any medical changes or driving offences that might affect their ability to drive. * Further training needs discussed – especially if unfamiliar with the vehicle. * Vehicle owner asked to produce copies of Insurance documents (to include business cover) and current MOT (if over 3 years old) if using their own vehicles. * Employees to confirm their vehicles are regularly maintained * Safety checklist discussed. * Information and training provided for employees at high risk or using unfamiliar vehicles * Vehicle suitable for purpose and driver aware of how to secure loads to avoid injury in the event of sudden braking/accidents * First aid kits, hazard warning triangle, High Viz Jackets and (where applicable) fire extinguisher available. * Drivers received information on the importance of adjusting seats and headrests for maximum safety and comfort * For long distance, especially after a busy work schedule employee encouraged to consider alternative modes of travel using public transport. * Use of professional drivers on location shoots to transport cast and crew to remove the need for driving when tired. * Make good use of other forms of communication to reduce need to travel long distance for meetings, e.g. email, Video conferencing * Company policy regarding rest breaks and long distance driving discussed – consideration given to overnight stays to reduce long journeys on top of a heavy working day. * Importance of planning journeys in advance is discussed and in particular, to take account of weather conditions. * Employees encouraged not to take risks if they feel unwell, overtired or in poor weather conditions, e.g. fog, ice, snow, heavy rain * All passengers to wear seatbelts at all times. * Staff advised not to drive immediately following a long haul flight and to arrange to be picked up from the airport by a driver / taxi. |
| **Driving V3** | **Crew** | * All drivers will be qualified drivers, validated through a current driving licence and are required to follow the UK Highway code or equivalent international standards and wear seatbelts at all times. * International drivers must ensure they understand local road rules and hazards. * Seat belts must be worn when fitted and cars selected wherever possible with working seat belts. * Crew must check vehicles are in a roadworthy condition. * Carry first aid or trauma kit suitable for the environment. * Before starting journey, drivers should familiarise themselves with the vehicle and route. * Crew will never drive a vehicle if under the influence of alcohol, recreational or prescription drugs. * Crew will alert Producer/PM if they fear for their safety and can refuse to travel with a specific driver or in an un-roadworthy vehicle. * Plan routes using maps, SatNav plus local knowledge where applicable. * Make arrangements for regular contact with base and leave travel plans with base. * Equipment carried in or on vehicle must be stored safely and restrained where necessary with lanyards, straps or webbing. * The use of hand held mobile phones whilst driving is prohibited. * Calls using hands free sets when driving must be restricted to urgent business only and kept short. An example is where a significant change in circumstances affects the deployment or journey. * Pull over and park for longer calls in a safe location. * Potential for fatigue should be recognised when planning deployments and controls introduced e.g. sharing driving, breaks, overnights. * Driver must notify their employers if fatigued or sleepy and scheduled to drive. * Crew must allow sufficient rest periods. As a guide the European drivers’ hour’s rules require that after 4.5 hours driving, a driver must take a break of at least 45 minutes. This break may be replaced by a break of at least 15 minutes followed by a break of at least 30 minutes distributed over the period. During a driving break a driver must not undertake any other work. * Crew will be given the option of making an overnight stay rather than having to complete a long road journey at the end of a working day. * Drivers should not be asked to drive after working 12 hours or more. This should be reduced to 11 hours if their total driving time exceeds 4 hours on that day. * Journey times must take account of road types and conditions and allow for rest breaks. * Drivers should not drive for more than 10 hours in total during any period of duty. * If fatigued or sleepy during a journey, the driver must find a safe place to stop and notify Producer/PM. |
| **Use of Low Loader**   * Falls from trailer * Equipment falling from trailer * Impact to other road users * Route unsuitable for length of vehicle | **Cast, Crew, Other road users when on public roads** | * Local authority and police will be informed that low loader filming is taking place. * During operation, talent will only access the hero car, as directed by the low loader company. * All routes are inspected prior to use and confirmed with local enforcement, with access routes identified prior to filming. * All routes are inspected and agreed between the 1st AD, the Low Loader manager and location manager. * Vehicles to be in fit condition for their intended purpose. * All cars have been through a test and maintenance programme and are deemed roadworthy. * Vehicle drivers to be competent for the intended action. * All dialogue vehicle-driving scenes will be filmed on a low loader. * All low loader rules regarding maximum number of people and equipment, harnesses, signage etc. will be strictly followed by production. * Any cameras for up and pass shots will be in safe positions at safe distances away from the road. * Stunt drivers will be used for any fast up and pass driving scenes. * Rigging takes place prior to any movement of the low loader. * Access onto the low loader is restricted to only essential crew for rigging. * Equipment, including grip equipment is fit for purpose and rigged correctly with adequate secondary’s engaged. * No grip equipment will be permitted to extrude causing a risk to other road users or pedestrians at any time. * Grip is to provide their own risk assessment for the activity. * Maximum crew numbers on the low loader which is deemed safe by the competent operator will be adhered to at all times. This maximum carrying capacity must also be adhered to for the insurance to be valid. * 1st AD or equivalent person to always be on the Low Loader, this person is to have full control, the driver should only accept instructions from him. * There should be a crew member riding with the driver relaying radio instructions. * All Crew riding on the vehicle must be in a secure position behind safety rails or wearing a safety harness. * If a crew member has to stand whilst travelling they should be wearing a harness. * Crew must be in lap straps on the raised crew seating area. * Harnesses should be fitted with 2 lanyards and it should not be possible to fall from the vehicle whilst wearing a harness. * No Crew should leave the vehicle whilst it is moving. * No sitting on hand rails. * Use as low a speed as possible, if high speeds are necessary the number of crew on the vehicle will need to decrease. However, when working on more, busy faster roads, the travelling speed of the Low Loader may need to be increased to keep in the flow of the traffic. * The horn will sound when the vehicle is moving away. * Stopping of the vehicle must be in the safest possible place considered by the driver or as directed by the location manager. * If the Low Loader stops whilst on the public road, then all crew must wear High Visibility vests, exercise extreme caution whilst disembarking and re – embarking the Low Loader. * Police permission will be obtained for all camera tracking on the public road, where necessary to comply with local laws. * If the vehicle exceeds legal road width i.e. when the extension platforms are in use, a police escort may be required by as per local laws. * For inner City area, routes should be approved, especially for major roads with heavy traffic. * No white light to be shown at the rear of vehicle, especially at night - they must be flagged off as required. * Remember camera tracking has a risk element and the driver’s grips and riggers must have the authority to ensure total safety at all times. This especially applies to wearing a safety harness; this will be enforced for crew safety only. |
| **Tracking vehicle with camera rig**   * Falling Objects * Falls from Height * Manual Handling * Slips, trips & Falls * Risk from incompetent person installing rig. * Slight risk from working at height without edge protection. * Risk from lifting the camera and rig onto the vehicle * Risk from accidental collision with members of the public, other personnel and other vehicles/obstacles on the road or pavements. | **Individual rigging camera, Driver of the vehicle, Other road users, Pedestrians** | * The production will verify the person installing the camera rig is trained on the installation of the Camera System on the Tracking Vehicle before commencing; ensuring only competent contractors are used to install the Camera System, and drive the Tracking Vehicle. * When working off the back of the tracking vehicle to install and attach the camera system, extreme care must be taken in order to prevent a fall from height. This is reduced to a minimum by leaving the camera permanently rigged. * Nobody will be in the back of the vehicle when it is in motion. * The person or persons allocated to install and operate the unit will ensure that there is sufficient assistance to load and fix the camera unit to the vehicle platform. * When the unit has been attached and checked for security, a trial run will take place. * Checks will be made regarding the tracking route, tightness of any bends and potential obstacles. Providing all is found to be satisfactory, then the decision can be made to commence tracking. * When driving, front headlights should be on at all times, to highlight the vehicle and make to more prominent to other road users and pedestrians. * The Tracking Vehicle has been serviced according to manufacturer’s recommendations and checked each time before the vehicle goes out onto the road. All fixings, platforms and general equipment will be checked regularly for signs of wear and tear. * Weather conditions will be assessed for poor conditions that would cause problems with visibility for the vehicle. * All vehicles will be equipped with First Aid Equipment and Fire Extinguisher. * Mobile phones will always be available in the case of an emergency. * Local police have been informed and are aware of the tracking vehicle in use where necessary. |
| **Russian Arm**   * Collision with others * Overturning of vehicle * Equipment becoming loose | **Cast, crew, public** | **Local police must be informed in advance of filming if taking place on public roads.**   * A purpose built tracking vehicle will be used from a competent supplier. * Only experienced camera and sound crew will be operating in the vehicle at any time. * **See tracking vehicle supplier/Grip Risk Assessments for more details.** * There is good visibility along the whole route the vehicle will take. * Route will be thoroughly rehearsed and checked. * Driver will be experienced in driving the vehicle and will not be distracted. * Speeds to be suitable for road and the vehicle. * All persons and equipment will be secured. * Russian Arm will be fit for purpose, well maintained. It will be competently rigged, secured and operated. It will not protrude so as to distract the driver. * Equipment at height will be safety bonded. * An assessment of environment (e.g. wind factor) for safe operation will be carried out. * If there are any changes to action, the route will be rehearsed again. * Any towing vehicles + attachments used will be fit for purpose, with all connections secure. * All crew and equipment will be at a safe distance. * The road will be closed and the Police will be in attendance (if on public roads). |
| **Use of A-Frames**   * Poor turning circle could lead to traffic congestion on public roads * Falls from tow trailer * Equipment falling from tow trailer | **Individual rigging camera, Driver of the vehicle, Other road users, Pedestrians** | * The use of the A Frame will provide automatic steering and control of the towed vehicle. No input from occupants required. * This operation will only be carried out by experienced, trained personnel. * Together with the production Grip, they will ensure those travelling on the towing vehicle are safely harnessed where necessary and equipment is secured. * A production vehicle will lead the towing vehicle, and if possible another following the towed ‘action’ vehicle. This will help buffer the unit against other road users and reduce the effects of heavy braking or having to swerve. * Those in charge of the A-Frame operation must supply a specific risk assessment for the activity. * Route will need careful pre-planning. Must avoid severe speed humps. * Cannot use camera door mounts on a public road as protrusions are dangerous to other road users and pedestrians. * Operators will not be anywhere but on the rear of tow vehicle or within towed vehicle. |
| **Vehicles / Shooting from Vehicles**   * Risk of falling from vehicle. * Risk of camera falling from vehicle. * Risk from of musculoskeletal injury from uncomfortable shooting position. * Risk of damage to vehicles | **All Cast and Crew & location personnel** | * The vehicle has been chosen for its proven suitability for this purpose, having a split tailgate which will be open and be fixed into position while moving. The camera operator will sit in the boot, wearing a harness competently tethered to the car’s anchor points. The camera will usually be mounted to a tripod which will also be tethered to the vehicle anchor points. * Long periods of shooting in this position will be avoided. * Only competent operators will be operating from the vehicle. * Where possible, routes will be pre-planned to avoid unnecessary distraction of the driver, or excessive direction in live traffic. Where possible, driving at speeds over 40mph will be avoided. * On public roads, the local police force has been notified. Crew vehicles will not be driven in a way that causes problems to other road users. * Driver will be comfortable driving in this manner and be given time to familiarise themselves with the vehicle. Driver will not be distracted by the camera operator and will concentrate on driving the vehicle. Driver will avoid abrupt stopping and starting and travel as slowly and smoothly as possible across any bumps. * Slow roads will be used where possible. When filming on a dual carriageway, where possible, buffer vehicles will be positioned to the front and rear of the camera and picture vehicles. * Camera positions should be set up to minimise any obstruction of the driver’s vision, and to avoid airbag release. Crew should not use the viewfinder, they should use the screen. |
| **In-vision vehicle movement**   * Car collisions * Colliding with people | * **Cast** * **Crew** * **Members of the public** | * In vision vehicle movements/sequences are supervised by the 1st assistant director (1st AD). * Action to be adequately rehearsed beforehand. * Vehicles to be in fit condition for their intended purpose and provided by reputable supplier. * Vehicle drivers to be competent for the intended action with appropriate licence. * Talent is given time to rehearse the action and get used to the vehicle before shooting. * Action does not require talent to drive at speed. If needed, shots will be undertaken slowly and cheated to look faster. * Shots are discussed and rehearsed in advance before cameras are rigged in position. * Any camera mounts used will be safely secured by a competent person and will not protrude further than a wing mirrors length from the vehicle. * Cameras are positioned out of the trajectory of all vehicles. * Any cameras for up and pass shots will be in safe positions at safe distances away from the vehicle. * Traffic management will put in place a temporary Stop & Go system. * Any necessary road closures are in place for shots in this location. This is undertaken by a competent road management company. |
| **In Vehicle Filming**   * Collision with other road users * Distracting the driver, leading to loss of concentration and crash * Equipment becoming loose and hitting others in the vehicle | **Cast, Crew, Public (when in public areas)** | * All cameras and other equipment must be securely affixed within the vehicle. * Equipment must be secured by a competent person. * Driver must be competent for driving whilst being filmed. * All equipment must be in good condition and fit for purpose. * Cameras affixed inside the car must be regularly checked to ensure they remain secure. * Cameras attached to the windscreen or side windows must not obstruct the drivers view ahead or the use of side and rear view mirrors. * The driver must ensure their full concentration is on the road ahead and the safe operation of the vehicle. * Driver to be briefed before filming commences to discuss the action. * All persons in the vehicle must be wearing seatbelts at all times. * Cameras handheld by operators must be securely fastened to the operator. * Driver must never be asked to look into the camera longer than it takes to look into side view mirrors. |
| **In Vehicle Filming V2**   * Collision with other road users * Distracting the driver, leading to loss of concentration and crash * Equipment becoming loose and hitting others in the vehicle |  | * A safe route will be established prior to filming. * Crew & contributors will wear seatbelts at all time. * Crew have extensive experience filming in cars with contributors. * Crew will not obstruct driver’s vision or side / rear view mirrors. * Driver must never be asked to look into the camera longer than it takes to look into side view mirrors. * Before filming the Director will explain that safe driving is of utmost importance over filming requirements. * Interviews in cars will be kept as short as possible. * Contributors will be briefed prior to filming to make sure they are comfortable. * The contributor will be driving on small local roads and will avoid any tricky intersections or manoeuvres while filming is taking place. * Camera will be secured to cameraman with a strap or tether. * Prior to filming, the contributor will confirm with their own vehicle insurance that filming is taking place. Filming will only take place if their personal vehicle insurance has agreed to the filming without voiding their own cover. * Airbags should not be disabled as this will void the vehicle insurance. |
| **In Vehicle Filming V3**   * Collision with other road users * Distracting the driver, leading to loss of concentration and crash * Equipment becoming loose and hitting others in the vehicle | **Cast, Crew, Public** | * In vision vehicle movements/sequences to be supervised by 1st AD and Action Vehicle Supervisor. * If there is a risk to other road users, measures should be taken to make sure loose objects do not fall from the moving vehicle. * All equipment must be in good condition and fit for purpose. * Vehicle must be maintained and inspected to ensure it is safe and fit for intended purpose. * Driver must be competent for driving whilst being filmed. * The driver must ensure their full concentration is on the road ahead and the safe operation of the vehicle. * Driver to be briefed before filming commences to discuss the action. * Adequate time must be built in to ensure thorough planning and rehearsal of all driving sequences. * All persons in the vehicle must be wearing seatbelts at all times. * Driver must never be asked to look into the camera longer than it takes to look into side view mirrors. * Mounts must not distract the driver or obstruct their vision. * Cameras handheld by operators must be securely fastened to the operator. * The position of the camera operator must be safe in all circumstances, including foreseeable emergencies (e.g. deployment of vehicle air bags) * Camera operators should not crouch in a foot well, stand up and shoot through the sunroof, an open boot or side doors while the vehicle is moving unless suitable controls are in place to reduce the risk of injury and/or the risk of a fall from the vehicle, e.g. by reducing speeds, wearing restraints and suitable head protection. * In situations where there is a risk of overturn, rollover protection and restraints may be necessary, e.g. when filming from an open-back vehicle on uneven ground. |
| **In Vehicle Filming V4** |  | * All crew to have read the HSE guidelines on safe filming involving vehicles * Filming will take place on quiet roads. * The person driving must not be distracted by the filming activities. * Director to brief the driver and other persons * DOP will be experienced with in-vehicle filming of this type. * The DOP will be strapped into his seat and the camera strapped to him, in order that, in case of an accident, the camera can’t fly around inside the vehicle. * The DOP may sit on the front passenger seat or on the back seat as an alternative camera position. He will always be strapped in with a seat belt. * The camera will be positioned so it does not provide any hindrance or obstruction to driver’s view. * Never place the view finder up to the eye whilst the car is in motion. Flip out screen must be used at all times. * The position of the DOP will be safe in all circumstances, including foreseeable emergencies (e.g. deployment of vehicle airbags) * When filming inside camera all of the camera must remain on the inside of the vehicle at all times. If filming through side window DOP must not lean out or let the camera lens protrude beyond the plane of the vehicle. * Vehicles will not be driven with doors open * Where possible, all filming activity to be done from the rear seats of the vehicle; to avoid the potential for injury as a result of airbag deployment if a crash should occur. |
| **In Vehicle Filming (Passenger seat)**  Collision with other road users  Distracting the driver, leading to loss of concentration and crash  Equipment becoming loose and hitting others in the vehicle |  | * A safe route will be established prior to filming. * Crew & contributors will wear seatbelts at all time. * Crew have extensive experience filming in cars with contributors. * Crew will not obstruct driver’s vision or side / rear view mirrors. * Before filming Director will explain that safe driving is of utmost importance over filming requirements. * Interviews in cars will be kept as short as possible. * Contributors will be briefed prior to filming to make sure they are comfortable. * Crew will at no point take the contributors attention away from driving the car * The contributor will be driving on small local roads and will avoid any tricky intersections or manoeuvres while filming is taking place. * Camera operator will be sat in passenger seat, secured by seat belt at all times. * Camera will be secured to cameraman with a strap or tether. * Director will confirm with contributor that they are comfortable with the scenes/action being requested and that they feel confident at driving whilst being filmed. * Prior to filming contributor will confirm with their own vehicle insurance that filming is taking place. Filming will only take place if their personal vehicle insurance has agreed to the filming without voiding their own cover. * Airbags should not be disabled as this will void the vehicle insurance. * Camera operator will be ideally sat in the rear seat but if this is not an option due to the type of vehicle then the Camera Op can sit in the front but it is strongly advised to drive on quiet roads, at quieter times (off peak), keeping to a low speed limit of 20-30 mph, and keep in-vehicle filming as short as possible, as the airbags cannot be deactivated. * Camera gear will NOT protrude from the vehicle at any time. |
| **Helicopters**   * Crash * Crew/cast coming into contact with moving parts * Noise | **Cast, Crew, Public (when in public areas)** | * A competent and experienced helicopter contractor has been engaged. * Helicopter confirmed to have a valid Certificate of Airworthiness which has been provided to production. * Pilot has valid commercial pilots license for class of helicopter used. * Air Operators Certificate confirmed and has been provided to production. * Helicopter operator has valid and sufficient public liability and passenger liability insurance. * Insurance is in place for cast members to be in the helicopter when it is rising to take off and then landing. * All cast and crew have been fully briefed by the pilot before they get into the aircraft, including emergency procedures. * Cast and crew only to approach and disembark the helicopter when they have been told it is safe to do so by the helicopter pilot. * Weather conditions before and during flight to be monitored along with the pilot/helicopter operator to ensure it is safe to fly. * All to wear all PPE as advised by the pilot including hearing protection. * Safe distance from helicopter to be agreed with pilot beforehand. * No one should not touch outside of helicopter or approach rotor blades even if turned off and not moving. * Do not walk around the tail section of the helicopter, only to walk around front section. * Take-off and landing zones have been agreed in advance and pilot has confirmed they are suitable. * A supervised exclusion zone to be in place at all times at the landing and take-off zones. * Number of crew in helicopter to be kept to a minimum. * All crew should be securely fastened. All seatbelts/harnesses should be checked for suitability and to be in good condition. * If doors are being removed, production to get proof that the helicopter operator and pilot have permission to fly with no doors. * If doors removed, no person of equipment should be held outside during flight. * All equipment to be secured during the flight. * Crew members and equipment should not distract the pilot or obstruct their view. |
| **Filming at airport hanger near to helicopter** |  | * The helicopter and hanger is owned and maintained by a competent contractor. * Location representative to give a safety briefing to crew before filming commences. * Production to only move around the base under the strict instruction of the location representative. * Production are not to enter the helicopter unless given permission to do so by location representative. * Production to be mindful if in the aircraft when moving around and not to touch any of the control panel/buttons in the aircraft. * Production to alert the location representative should anything get moved/nudged by accident and this they must do immediately.   Filming take off   * Before filming, crew will be briefed by police officers about where to stand and where to film. * During filming when helicopter is powered on, sound will become an issue with communication. All activity will be briefed with police department beforehand, and physical gestures will be discussed and arranged. This includes communication between crew. * PD will talk with police officers about potential of sound damage. If at risk, crew will be supplied ear defenders by police officers. * Helicopter is taking off as part of a training exercise, all operators are experienced and qualified police search and rescue officers. * DOP and CA will be assisted by director and AP when moving to ensure they are safe. * The production team will not approach the helicopter or the helicopter landing position unless instructed safe to do so by the Pilot – safe distance from landing zone will be agreed with Pilot beforehand. * Landing/Exclusion Areas - * The landing area can be an extremely dangerous place. It should always be managed by a competent person (usually a member of the operator’s crew). * Never enter the landing area without first obtaining permission from the pilot or the aircraft operator’s ground staff. * No one may enter any exclusion or landing zone without permission. * Helicopter rotors tend to blow dust, dirt, sand and loose articles. The ‘rotor wash’ created by the helicopter’s rotor blades drifts with the prevailing wind. * The ‘downdraft’ from helicopters when taking off and landing, but especially in the hover, can be tremendous. Be aware of unsecured equipment such as hats, plastic bags, umbrellas, chairs and props etc. being blown up into the rotor blades or engine air intakes. Similarly take care with cameras on tripods, scaffolding, scenery, booms, lights and reflectors. * Approaching the Helicopter - * There are various hazards associated with approaching the helicopter particularly if the rotors are turning. Where possible you should always aim to embark and disembark the helicopter when the rotors are static. Other controls measures should be: * When approaching a helicopter, always keep in line of sight of the pilot and be prepared for the pilot’s signals. The same goes for when you leave. * Only approach when you have received an agreed signal from the pilot or when you are escorted by ground staff. * Be particularly wary about walking around near a helicopter with its rotors turning and only ever approach from the front 180 ° aspect. When in motion the tail rotors can be hard to see. Never approach from or depart towards the rear of the helicopter. * Do not duck under the tail boom, always walk around the front. * When approaching duck your head by bending over. The blades can flex down or even be moved down by the pilot. In most cases you can stand up straight only when within arm’s length of the cabin. The most dangerous time is when the blades are turning slowly and the wind is gusty. * Never approach a helicopter by walking down a slope or leave a helicopter by walking up a slope. * When carrying equipment around, take care, keeping all long or tall items parallel to the ground within 30 meters (100 feet) of a helicopter. Be conscious of the blades. Remember that the aircraft skin surfaces, antennae and Plexiglass (Perspex) windows are all fragile. * Take care not to extend your arms or any equipment such as booms, lights, supports or props etc, up into the path of the rotor blades. * Filming helicopter from other location * As part of their training helicopter will be flying to another location and performing training search and rescue operations. * On the ground we will be accompanied by a deputy from the police department who will be in contact with helicopter doing training. PD will refer to this deputy for safe places to stand on ground. * Before filming, crew and police will discuss where crew can safely stand and film. * This is part of a training exercise and crew will not be able to tell helicopter crew where and how to manoeuvre. Deputy will only be in communication for safety reasons. * If conditions are bad, or police department do not want to fly they will be told it is their decision and will not be pressured by crew. * All police search and rescue crew are fully trained and experienced in these training exercises. * Director and AP will check regularly that crew and contributors understand plans in place, and will stop if anybody feels uncomfortable with plans. * Details of the nearest hospital & A&E for each location will be detailed on the call sheet. |
| **Gyrocopters**   * Crash * Crew/cast coming into contact with moving parts * Noise | **Pilot and Crew** | * A competent and experienced Gyrocopter contractor has been engaged. * Gyrocopter confirmed to have a valid Certificate of Airworthiness which has been provided to production. * Pilot has valid commercial pilots license for class of Gyrocopter used. * Gyrocopter operator has valid and sufficient public liability and passenger liability insurance. * *All cast and crew* have been fully briefed by the pilot before the get in it, including emergency procedures. * *Cast and crew* only to approach and disembark the Gyrocopter when they have been told it is safe to do so by the pilot. * Weather conditions before and during flight to be monitored along with the pilot/Gyrocopter operator to ensure it is safe to fly. * All to wear all PPE as advised by the pilot including hearing protection. * Safe distance from Gyrocopter to be agreed with pilot beforehand. * No one should not touch outside of Gyrocopter or approach rotor blades even if turned off and not moving. * Do not walk around the tail section of the Gyrocopter, only to walk around front section. * Take-off and landing zones have been agreed in advance and pilot has confirmed they are suitable. * A supervised exclusion zone to be in place at all times at the landing and take-off zones. * *All crew* should be securely fastened. All seatbelts/harnesses should be checked for suitability and to be in good condition. * If doors are being removed, production to get proof that the Gyrocopter operator and pilot have permission to fly with no doors. * If doors removed, no person of equipment should be held outside during flight. * All equipment to be secured during the flight. * *Crew member* and equipment should not distract the pilot or obstruct their view. |
| **Planes**   * Crash * Noise | **Cast, Crew, Public (when in public areas)** | * A competent and experienced plane contractor has been engaged. * plane confirmed to have a valid Certificate of Airworthiness which has been provided to production. * Pilot has valid commercial pilots license for class of plane used. * Air Operators Certificate confirmed and has been provided to production. * Plane operator has valid and sufficient public liability and passenger liability insurance. * Insurance is in place for cast members to be in the plane when it is rising to take off and then landing. * All cast and crew have been fully briefed by the pilot before the get in it, including emergency procedures. * Cast and crew only to approach and disembark the plane when they have been told it is safe to do so by the pilot. * Weather conditions before and during flight to be monitored along with the pilot operator to ensure it is safe to fly. * All to wear all PPE as advised by the pilot including hearing protection. * Safe distance from plane to be agreed with pilot beforehand. * Do not walk around the tail section of the plane, only to walk around front section. * Take-off and landing zones have been agreed in advance and pilot has confirmed they are suitable. * A supervised exclusion zone to be in place at all times at the landing and take-off zones. * Number of crew in plane to be kept to a minimum. * All crew should be securely fastened. All seatbelts/harnesses should be checked for suitability and to be in good condition. * All equipment to be secured during the flight. * Crew members and equipment should not distract the pilot or obstruct their view. |
| Filming in Campervan -  Vehicle collisionsColliding with people  * Collapse of equipment * Slips, trips Falls * Limited access / egress | **Cast**  **Crew**  **Members of the public** | * In vehicle sequences are supervised by the 1st assistant director (1st AD). * Action to be adequately rehearsed beforehand. * Campevan to be in fit condition for its intended purpose and provided by a reputable supplier. * The campervan must be inspected before use. * Talent is given time to rehearse the action and get used to the vehicle before shooting. * Action does not require talent or to drive * Shots are discussed and rehearsed in advance before cameras are rigged in position. * Any camera mounts used will be safely secured by a competent person and will not protrude in roads or paths. * Limited crew and cast in camper van * Vehicle will be parked on a flat, even surface, with the handbrake applied. Wheel chocks will be used if required. * Steps to entrance and exit of the camper van, will be checked and in suitable condition before use. * No action or work will take place on top of the campervan. * If power is required from the campervan, a suitable qualified person must inspect the system before use. * No driving will take place with cast and crew members inside the campervan. |
| **Moving Action Vehicles - HGV**   * Vehicle collisions * Colliding with people | * **Cast** * **Crew** * **Members of the public** | * In vision vehicle movements/sequences are supervised by the 1st assistant director (1st AD). * Action to be adequately rehearsed beforehand. * HGV to be in fit condition for its intended purpose and provided by reputable supplier. * The HGV must be inspected before use * HGV drivers to be competent for the intended action with appropriate licence (category C/C1+E). A stunt driver may be used for this. * Talent is given time to rehearse the action and get used to the vehicle before shooting. * Action does not require talent to drive at speed. If needed, shots will be undertaken slowly and cheated to look faster. * Shots are discussed and rehearsed in advance before cameras are rigged in position. * Any camera mounts used will be safely secured by a competent person and will not protrude further than a wing mirrors length from the HGV. * Cameras are positioned out of the trajectory of all vehicles. * Traffic management will put in place a temporary Stop & Go system. * Any necessary road closures are in place for shots in this location. This is undertaken by a competent road management company. |
| **Use of MILITARY VEHICLES**  ***Including:***   * HumVee’s * Bradley Tank | **Cast, Crew, Contributors, Contractors, Sub-contractors, SA’s, Public** | * All military vehicles to be provided by the military * All military vehicles will be driven by a military driver * All military vehicles and drivers will be governed by the appropriate Military Representative * Military Representative to be onsite at all times when military vehicles and drivers are present and required * All military vehicles to be used will be fit for purpose and suitable for the intended action and location * All military drivers will be qualified, and selected for their experience and competence for the intended action * Sequences will be under the control of the Stunt Coordinator who will liaise with the Military Representative * ***Please refer to Stunt RA for further details*** * All sequences when shot, will be supervised by the 1st AD and Stunt Coordinator * Location will be risk assessed before sequence * Intended action to be adequately rehearsed beforehand * Intended action to be choreographed by the Stunt Coordinator * Adequate time to be given to rehearsals * All driving routes to be thoroughly rehearsed * Appropriate PPE will be worn to include body armour where necessary * Speed limits adhered to be kept to a safe speed * Vehicle routes to be cleared before hand * Location access and egress roads and any conjoining and/or side roads to be locked down prior to rehearsals and/or filming * All military vehicles to have radio communications with the Stunt Coordinator and 1st AD |
| **Filming on moving bus**   * Road traffic accident * Falling over as bus moves/stops * Equipment becoming loose, hitting others |  | * The bus has been sourced and provided by a competent and experienced action vehicle provider. * The bus is to be driven by a competent and experienced driver who has a valid driving license for this type of vehicle. * Production to request copies of driving license and insurance. * Bus must be in good condition and fit for purpose. * Suitable communication system will be in place between the driver and 1st AD. * Vehicle will only pull away once it is confirmed it is safe to do so. * Vehicle will be driven at suitable speeds, not exceeding the road speed limit. * Highway Code to be adhered to at all times. * Seatbelts to be worn by the driver. * Crew and cast to keep safe distances from vehicle at all times. * Driving route will be recce’d in advance with the driver and must be suitable for a bus to drive it. * All persons on the bus to remain seated when it is moving. * Bus must stop in suitable areas to allow cast and crew to access and egress the bus. * All crew and cast are to remain seated at all times when the bus is moving. * Bus should not move until all persons have been seated. * Minimal crew and equipment to be present on the bus. * Equipment must be securely tethered to handrails within the bus or to the operator as they are seated. |
| **Quad bike camera tracking vehicle**   * risk of crashes, collisions | **Cast, Crew** | * The tracking vehicle will be supplied by reputable company – fit for purpose, safety tested where necessary and purpose built for filming purposes. (See tracking vehicle RA for further details) * Quad will be driven by competent and experienced driver * Quad will only be driven over reasonably level ground well within its capacity. * Driver will wear crash helmet * Route will be planned and set at a safe distance from cast and crew. * Camera and camera operator will be secure on vehicle |
| **Use of vehicle** | **Cast**  **Crew** | * All vehicles and their drivers must comply with relevant road traffic legislation. * Drivers must have the appropriate driving license for the vehicle to be used. * Vehicles must be appropriate for their intended use and properly maintained. * Work on vehicles may only be carried out by suitably competent people. * Any film or recording equipment must either be securely mounted, or independently secured on safety lanyards. * Any equipment and any operator must not obstruct the driver’s view or distract his/her attention while driving. * The position of the camera operator must be safe in all circumstances, including foreseeable emergencies (e.g. deployment of vehicle air bags). * There must be effective measures to prevent loaded equipment striking any occupant in the event of an emergency stop or collision. * For work on or close to the public highway the need for high-visibility clothing must be considered in the production risk assessment. * If a motor vehicle is brought or used indoors, there must be a risk assessment covering the fuel and any exhaust gases. |
| **Split tailgate** | **Cast**  **Crew**  **Contributors** | * The vehicle has been chosen for its proven suitability for this purpose, having a split tailgate which will be open and be fixed into position while moving. * The camera operator will sit in the boot, wearing a harness competently tethered to the car’s anchor points. The camera will usually be mounted to a tripod which will also be tethered to the vehicle anchor points. * Long periods of shooting in this position will be avoided. * Only competent operators will be operating from the vehicle. * Where possible, routes will be pre-planned to avoid unnecessary distraction of the driver, or excessive direction in live traffic. * Where possible, driving at speeds over 40mph will be avoided. * On public roads, the local police force has been notified. * Crew vehicles will not be driven in a way that causes problems to other road users. * Driver will be comfortable driving in this manner and be given time to familiarise themselves with the vehicle. * Driver will not be distracted by the camera operator and will concentrate on driving the vehicle. * Driver will avoid abrupt stopping and starting and travel as slowly and smoothly as possible across any bumps. * Slow roads will be used where possible. When filming on a dual carriageway, where possible, buffer vehicles will be positioned to the front and rear of the camera and picture vehicles. * Camera positions should be set up to minimise any obstruction of the driver’s vision, and to avoid airbag release. Crew should not use the viewfinder, they should use the screen. |
| **Moving Action Vehicles**   * Car collisions * Colliding with people | * **Cast** * **Crew** * **Members of the public** | * In vision vehicle movements/sequences are supervised by the 1st assistant director (1st AD). * Action to be adequately rehearsed beforehand. * Vehicles to be in fit condition for their intended purpose and provided by reputable supplier. * Vehicle drivers to be competent for the intended action with appropriate licence. * Talent is given time to rehearse the action and get used to the vehicle before shooting. * Action does not require talent to drive at speed. If needed, shots will be undertaken slowly and cheated to look faster. * Shots are discussed and rehearsed in advance before cameras are rigged in position. * Any camera mounts used will be safely secured by a competent person and will not protrude further than a wing mirrors length from the vehicle. * Cameras are positioned out of the trajectory of all vehicles. * Traffic management will put in place a temporary Stop & Go system. * Any necessary road closures are in place for shots in this location. This is undertaken by a competent road management company. |
| **Filming with tracking vehicle/crane including low loader and A-frame**   * **LOW LOADER & ‘A’ FRAME** * Falls from trailer * Equipment falling from trailer * Personnel falling from trailer * Impact to other road users * Route unsuitable for length of vehicle * Poor turning circle could lead to traffic congestion on public roads | **Cast, Crew, Contributors, Contractors, Sub-contractors, SA’s, Public** | * Filming/shooting requirements from tracking vehicle to be planned and orchestrated in advance especially when shooting in front of the action * All routes for tracking vehicle filming should be driven and rehearsed in advance * Ensure that the jib arm crane and the vehicle are the right tools for the job and marry together appropriately * The jib arm crane is secured in the vehicle as per manufacturer specifications * The Driver is experienced and is suitably briefed in terms of control of vehicle whilst filming is underway and appropriate speeds * Driver has the time to rehearse and practice to become used to the load he is driving and what is required from him production wise * The vehicle to be used can support the weight and action of the jib arm crane in terms of the jib arm cranes anchor points to the vehicle and any extended arm movements out of the rear or out to the sides of the vehicle do not compromise the natural and intended movement and stability of the vehicle * Crew to be secured in the rear of the vehicle in such a way that any unintended and/or accidental falling out of, or ejection of any crew is prevented * That the operation of the jib arm crane does not impact or strike any crew member causing injury and/or accidental ejection from the rear of the vehicle when in motion * That the route and intended direction of the vehicle is assessed and cleared of any obstacles, bystanders and obstructions especially when and if the jib arm crane is fully extended and/or out at extended angles to the direction of the vehicle * The weather and conditions are assessed prior to filming as to suitability * The jib arm crane operator has direct means of communication with the driver in the event of an accident or if sudden stoppage required * Access onto the low loader is restricted to only essential crew for rigging. During operation cast will only access the hero car, as directed by the low loader operative * Rigging takes place prior to any movement of the low loader * All routes are inspected prior to use and confirmed with local enforcement, with access routes identified prior to filming * All dialogue vehicle driving scenes should be filmed on a low loader * All low loader rules regarding maximum number of people and equipment, harnesses, signage etc will be strictly followed by production * Any cameras for up and pass shots will be in safe positions at safe distances away from the road * Equipment, including grip equipment is fit for purpose and rigged correctly with adequate secondary’s engaged * No grip equipment will be permitted to extrude causing a risk to other road users or pedestrians at any time * Maximum crew numbers on the low loader as defined by low loader operator should be adhered to at all times. This maximum carrying capacity needs to be adhered to for insurance to be valid * 1st AD or equivalent person should always be on the low loader; this person is to have full control and the driver should only accept instructions from them * There should be a crew member as passenger with the driver to relay radio instructions; if the driver were using a radio this may distract them from the task of driving * All crew riding on the vehicle must be in a secure position behind safety rails or wearing a safety harness, if a crew member has to stand whilst travelling they should be wearing a harness * No crew should leave the vehicle whilst it is in motion * Use as low a speed as possible; if high speeds are necessary, the number of crew on the vehicle will need to decrease. However, when working on faster roads, the travelling speed of the low loader may need to be increased to keep in the flow of the traffic * The horn should sound when the vehicle is moving away or reversing. Reversing should always be under the instruction of a Banksman * Stopping and resetting of the vehicle must be undertaken in the safest possible place considered by the driver or as directed by the Location Manager. If the low loader stops whilst on the public road, then all crew should be wearing High Visibility vests and exercise extreme caution whilst disembarking and/or re-embarking the low loader * Police permission should be obtained for all camera tracking on the public road, where necessary to comply with local laws * If the vehicle exceeds legal road width i.e. when the extension platforms are in use, a Police Escort may be required as per local laws * The use of the ‘A’ Frame will provide automatic steering and control of the towed vehicle. No input from occupants should be required * This operation will only be carried out by experienced, trained personnel * Together with the Production Grip, they will ensure those travelling on the towing vehicle are safely harnessed where necessary and equipment is secured |
| **Fork Lift Trucks (FLT)**   * Collision with structure or personnel * Accident due to operator error * Hazardous substances from the recharge of the battery * Vehicle toppling or moves suddenly * Vehicle malfunction |  | * Pedestrian routes given throughout the location * Designated walk ways * Crash barriers erected and coloured yellow and white where required * Vehicles have flashing beacon to indicate movement * Vehicles sound horns when turning corners or when presenting a risk to pedestrians * Vehicles speed is limited to low levels * All operators are trained to required level * All operators undergo an annual medical * No drinking and driving policy fully enforced * Batteries charged in designated bay that is well ventilated * Safe systems of work used which includes provision of goggles and gloves * No Smoking Policy in place * Fire extinguishers available in the event of a fire * All vehicles are serviced annually * All vehicles and tail trucks are inspected * Only those suitably trained on approved training schemes and medically fit may drive lift trucks. * Fork Lift Trucks must be regularly maintained and visually inspected before use. They must also be subjected to thorough examinations (aka statutory inspections) at frequencies determined by a competent person and reports issued. * The FLT should have appropriate audible and visual warning devices fitted and used to alert pedestrians and other workers (e.g. flashing lights, reversing alarms). * No-one may be carried as passenger, or raised on the forks, except in a purpose-built personnel-carrying adaptation. * Where practicable, loads should not be carried or suspended over areas occupied by people. Otherwise establish a safe system of work which minimises the risks to people below the load. * There is also a need to take account of the particular risks associated with the use of young employees. They should not be allowed to use high risk lifting equipment unless they have the necessary maturity and competence which includes having successfully completed appropriate training. If they are not sufficiently mature then they must be adequately supervised. |
| **Motorbikes**   * Crashing * collision |  | * Motorbikes have been sourced from a reputable supplier and are well maintained in good, efficient working order. * The bikes will be checked before setting off that they are in good order and any maintenance or repair to keep the bikes safe en route will be carried out by the team specialist. * The bikes are suitable for the likely conditions to be encountered. * The bike riders are experienced and will familiarise themselves with the controls and handling characteristics of the bikes. * Suitable protective clothing/equipment will be worn – at least helmets but also consider gloves, boots, motorcycle jacket and trousers. * Action shots to be explained thoroughly beforehand. * Any vehicle mounted camera equipment to be positioned and secured so as not to obstruct vision or controls or to cause a hazard to rider or others (similarly if equipment becomes dislodged). |
| **Quad bike/ATV**   * Accident and injury due to failure of quad bike components * Rollover of quad bike due to uneven terrain and/or poor operation skills * Injuries through via the interaction between quad bike and pedestrians * Interactions between quad other vehicles | Cast, crew, public | * The quad bike will be supplied by reputable company * The quad bike will be fit for purpose. * The quad bike will have a traceable maintenance history via written records * Pre-start checks will be performed on the vehicle prior to operation * Quad bike will be driven by competent and experienced driver * Quad will only be driven over reasonably level ground well within its capacity. * Speeds will be kept as low as reasonable to both other traffic and operators competence * Operator must not perform fast cornering or sharp turn manoeuvres * Driver will wear crash helmet * Quad bike lights will be on during operation of the machine * Quad bike operator will be in a hi-vis jacket during operation of the quad bike * Route of travel will be planned prior to operation * Where necessary the route will have a TMP (Traffic Management Plan) in place * This plan to include demarcation between quad bike and pedestrians and/or other vehicles * TMP to include the use of traffic wardens and signage where necessary * TMP to include stop and go procedures where necessary |
| **Local Transport Flights**  *(Including operation of unmanned aerial vehicles)*   * Risk of crash/impact due to: aircraft failure, navigational error, severe weather * Pilot error e.g. poor communications, or operating procedures, etc. * Falling from aircraft when flying with doors removed - production items falling * Injury from rotors, propellors, jet intake/exhaust. |  | * Only reputable aircraft operators will be employed. Operators to be checked for the following points before use; * Commercial air operators license/certificate is held (from the local air authority) * Pilot is commercially qualified – and if aerial filming to have experience of this. * Aircraft has a current certificate of airworthiness. * The air operating company has adequate insurance * Pilot is used to handling aircraft with doors off (if required) * If conducting aerial filming – the pilot to be thoroughly briefed on the filming intentions * Pilot to brief those on board of boarding and in air protocols. Equipment and people to be suitably restrained and stowed. * The pilot to be in control at all times and will override production if necessary (for filming directions). |
| **Harvester Plant**  Collision with people  Collison with building |  | * A competent harvester shall be sought prior to filming. * Routes of the harvester and filming positions to be agreed with prior to filming. * Crew to be briefed on the safe procedures when filming the harvesting process. This shall be done by a harvester/competent person. * All crew must stand at a safe distance when filming. * All crew must be accompanied and escorted by a competent person. * No lone working is to take place. * A competent person will brief crew on what PPE is required. * All crew must wear hi-vis jackets/vests. |
| **Golf buggies**   * Risk of injury * Risk of tipping buggy over * Risk of slipping * Risk of slopes |  | * Crew will be rigging the Golf Buggies with Go-Pro’s and portable lights. * Any portable lights rigged to buggies will be placed in a way to not obstruct the drivers view. * Anyone driving will be given driving instructions prior to shooting. This includes but is not limited to: * Do not move off until occupants are seated. Occupants must remain seated while buggy is in operation. * Hands, arms, legs and feet must remain inside the buggy at all times while in motion. * Excessive speed must not be used on buggies. * Be careful on slippery, muddy or windy course conditions. * Reduce speed on corners of all pathways. * To reduce tipping buggies over drive straight up and down slopes. * Avoid sudden stops and changes in direction, which could result in loss of control. * Check the area behind before reversing * The buggies top speed is 15MPH, however crew be shooting buggies at running speed or slower. |
| **SFX** | | |
| **SFX – General**   * Bodily injury * Miscommunication | **Cast, Crew, Public (when in public areas)** | * All SFX activities are under the guidance of a competent and experienced SFX supervisor and team. * **Refer to SFX RA for further details.** * Only SFX team are to handle SFX machines and equipment. * Safe distances to be kept between all SFX operations. * Suitable communications systems to be in place between SFX team and other cast and crew. * Where necessary, verbal communications to be made before effects begin. * Suitable communication systems to be in place between SFX supervisor and 1st AD. |
| **SFX – Fire**   * Burns * Fire spread | **Cast, Crew, Public (when in public areas)** | * All fires will be under the guidance and control of competent and experienced SFX supervisor and technicians. * **Refer to SFX RA for further details.** * Fires will be set up in suitable positons, at safe distances from flammable materials such as walls, curtains, furniture. * Fires to be set up in existing fireplaces or on flame retardant surfaces. * If using in a fireplace, checks to be made to ensure flue is working to allow ventilation. * Suitable and sufficient numbers of fire extinguishers to be present on set. * Fire to be supervised at all times. * Fire to be extinguished after use. * Line of sight to be kept at all times between fire and SFX technicians. * Fires to be controlled by a gas rig. * All gas supply equipment is in good condition and fit for purpose. * Gas supply can be switched of immediately whenever needed. * No smoking to take place near any gas supplies. |
| **Use of Practical Fires**   * increased fire risk * possible risk of  burns | **Cast, Crew, Public** | * Practical Fires will be under the control and supervision of a competent and experienced SFX Supervisor (See SFX RA for further details).  They will be an artificial coal or log fire in grate effect using LPG gas. * The fireplace/chimney/flue will all be checked in advance by a professional company using cameras to inspect the chimney flue and confirm that there is no risk of fire in the flue due to the presence of flammable material. * LPG gas will be fed to perforated metal tubes inside the fire place via hoses and regulators. Artificial coals or logs will be dressed over the pipe work to create the simulated fire effect. * The amount of LPG gas (propane) inside the building will be kept to a minimum (typically 4 x 6kg cylinders) and the cylinders will be removed from the building at the end of recording each day. * The hoses and regulators used will be of the correct type for LPG gas. Pieces of board will be placed under the cylinders to protect floor surfaces. The gas system will be checked for leaks using a "gas sniffer" leak detection device. * The fire effects will be constructed enough in advance of the filming to allow tests with the fire running for a significant length of time so heat effects in the fireplace and smoke/fume build up in the room can be assessed. * Flame height will be lowered in between takes when possible to reduce heat build-up in the fireplace and the fire turned off whenever it is not needed. * Rooms will need adequate ventilation particularly if the airflow upwards through chimney flue is poor or non-existent – this can be achieved through opening doors and windows * A designated person will be on fire watch duty with a co2 and water fire extinguisher and a fire blanket during all scenes which have a practical fire in operation.  Only one practical fire will be lit at any one time so close monitoring can take place. * Safe distances from fires will be adhered to. * Costumes will not be made from highly flammable materials.  Long flowing costumes will be avoided where possible around practical fires. * Any dressing materials such as drapes, curtains etc, will be avoided where possible around flames.  Where essential they will be made from flame proof material or rendered flame resistant. * Location smoke alarms will be isolated as necessary for any fire scenes (with permission from location).  Production will ensure they are reinstated following takes.  Additional fire monitoring controls in place while alarms are isolated (Runners monitoring and will shout “fire” to alert everyone). |
| **SFX – Smoke Effects**   * Irritation to skin, eyes, breathing * Adverse effect on asthma sufferers * Cause of false or public alarm * Reduction in visibility | **Cast, Crew, Public (when in public areas)** | * SFX smoke/atmos to be under the control of competent persons only. * Water based smoke/atmos effects to be used. * Crew suffering from asthma or similar to be informed before effects used and allowed to remove themselves from the area. * Rooms to be fully ventilated after use. * Only necessary amount of smoke for scene to be used. * If fire alarms turned off for smoke effects, must be turned back on once the room has been ventilated. * Safe distances to be kept between all cast, crew and the smoke machines. |
| **SFX – Haze effects**   * Irritation to skin, eyes, breathing * Effect on asthma sufferers | **Cast, Crew, Public (when in public areas)** | * Haze machine to be under the control of competent persons only. * Ensure that only fluid with a relevant COSHH report is used in the haze machines, and that this report states that the fluid is safe for use to produce haze. * Crew suffering from asthma or similar to be informed before effects used and allowed to remove themselves from the area. * Rooms to be fully ventilated after use. * Only necessary amount of haze to be used for the scene. * If the fire alarms are turned off for the use of the haze effects, this must be turned back on once the room has been ventilated. * Production must ensure other means are in place to raise the alarm. All crew should be made aware of this. * Safe distances to be kept between all cast, crew and the haze machine. * Ensure that equipment is visually checked daily and that equipment is yearly pat tested and in date. |
| **SFX – Steam Effects**   * Burns | **Cast, Crew, Public (when in public areas)** | * SFX steam effects will be under the control and guidance of competent and experienced SFX supervisor. * **Refer to SFX RA for further details.** * Only necessary persons to be in areas where steam effects are being used. * Verbal warning to be made before steam effects begin. * Only SFX crew are to handle steam effects and associated equipment. * Crew to be aware of hot pipes for steam effects. * Steam pipes/tubes will be positioned away from crew. If outside, where possible they will be positioned against kerbs. |
| **Smoke / Haze FX** **Artem smoke machines.** **Viper Haze machines.**   * Prolonged exposure can cause irritation and ill effects in some people. * Burns, fire * Accidents due to poor visibility * Environmental |  | * **SFX Supervisor and Lighting Supervisor will determine activity based and location-based Risk Assessments for Smoke effect and Haze Machine Use at TDT Locations** * Minimise smoke effects used and the amount of smoke used as much as possible. * Notify surrounding users of the area of the introduction of smoke effects into the environment (Loc. Management & SFX) * Machines sourced from reputable supplier, in good working order, operated by competent person. Please refer to the SFX RA for further details. * Artem type (gas) machines only recommended for exterior use. * Ensure adequate ventilation is provided. * Ensure there are no people with breathing difficulties in the area. * Respirators/ face masks provided on set. * Manufacturer’s instructions to be followed for equipment and SDS available for all substances * Levels smoke effects are used at have been subject to tests and monitoring used calibrated equipment. Exposure levels will not exceed WELS. Exposure levels will be reduced when used around children. * Appropriate PPE to be worn by the SFX dept as per findings of their risk assessment e.g. gloves for Artem smoke machines. Hot equipment will be carefully placed away from general reach. * In heavy effects, cast will be walked through areas ahead familiarising them with the space. Routes will be clear of obstructions. Use of markers as required * Fire extinguishers at hand * Evacuation plans in place. |
| **SFX – Explosion**   * risk of injuries/burns/explosions/increased fire risk | **Cast, Crew, public** | * Sfx will be under the control and guidance of competent and experienced SFX supervisor. * Refer to SFX RA for further details (to include misfire procedure). * Exclusion zones will be in place, marked out and communicated to all crew. * Adequate rehearsals/walkthroughs to be held – clear and unambiguous cues agreed. * Only necessary persons to be in areas where explosions are being used. * Verbal warning to be made before effects begin. * Only SFX crew are to handle effects and associated equipment. * Crew to be aware of hot pipes for steam effects. * Phones will be turned off as directed by the Sfx team. |
| **Use of Fireworks**   * risk of injuries/burns/explosions/increased fire risk | **Cast, Crew** | * Fireworks will be under the controls and supervision of competent and experienced SFX supervisor (See SFX RA for further details). * Exclusion zones and safe distances will be in place. * Noise reduced fire works will be used where possible. The fireworks to be used are low level effects – they will be enhanced in post production with viz effects. * The dry grass area will be wet down as an added control. Fire cover will be in place. |
| **Candles on set**   * Fire spread * Burns | **Cast, Crew, Public (when in public areas)** | * All candles are suitable for use indoors. * Candles will be set up and supervised at all times by competent persons – Fire watch/fire warden * Candles to be fully extinguished after use. * No candles to be left unattended at any time. * All crew to be made aware of candles positions especially camera operators. * Candles to be kept safe distances from flammable materials and walls. * Candles not to be positioned in areas with a draft. * No one to lean over any lit candles. * Candles to be positioned on flame retardant surfaces and candle holders should hold all the hot wax so it does not drip. * Suitable fire extinguishers to be present on location. * Costumes not to be highly flammable * Stage and props to meet legal fire retardant standards. |

| **Use of Candles**   * Burns * Increased fire risk | * **Cast** * **Crew** | * All candles used will be in suitable and appropriate candle holders that will not topple over and have suitable receptacles for collecting waxy residue.  They will be placed on even surfaces. * A designated person will be on fire watch duty with a fire extinguisher during all scenes which have candles. * Checks will be made to ensure that all candles have been fully extinguished following the required action. * Safe distances from candles will be adhered to.  Spotters will accompany camera operators when working around candles. * Costumes will not be made from highly flammable materials. * Long flowing costumes will be avoided where possible around candles. Where essential, they will be made from flame proof material or rendered flame resistant. * Any dressing materials such as drapes, curtains etc., will be avoided where possible around candles.  Where essential, they will be made from flame proof material or rendered flame resistant. |
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| **Use of Snow Effects**:   * Slippery ground from foam snow machines or starch based materials. * If sheets are laid on the floor to lay snow onto then this could present a slip hazard. * Paper or plastic snow may present a fire hazard. * Falling or blown polystyrene or paper snow may get in the eyes of crew or artists. * Some snow (paper) materials create a dust hazard * Paper snow applied along with a water spray to make it stick can get stuck to equipment. * Other issues regarding equipment needed to lay snow – ladders machinery etc. and also the issue of clearing snow. | **Cast, Crew, Public** | * Competent and experienced SFX company are engaged for snow effects (See SFX RA for further details) * Briefings given to warn everyone that falling snow may get in your eyes and that you shouldn’t look directly up at the falling snow. Eye protection will be worn where required * Thorough cleaning will be carried out when snow effects have been completed. * Everyone will be briefed on the slippery floor hazards. Suitable footwear will be worn by all. * Any sheets laid on the floor will be secured with tape * Ensure that paper or plastic snow is flame retardant where possible * Fire watchers and fire extinguishers on standby * All equipment and machinery used will be fit for purpose and operated by a competent person. * All snow will be completely cleared from the area following effect. |
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| **Flame torches**   * Fire spread * Burns | **Cast, Crew, Public (when in public areas)** | * Flame torches are being provided by the art department. * Torches to be secured to prevent toppling over. * Torches to be kept away from flammable materials. * Nominated person to be on fire watch for all torches * Cast/crew not to lean over any lit torches * All torches to be fully extinguished before handling and placed in a metal construction bucket to allow it to completely cool. * Fire extinguishers to be on hand. |
| **Paraffin lamps**   * Fire spread * Burns | **Cast, Crew, Public (when in public areas)** | * Time gas lamps are to be kept on is to be kept to a minimum. * Gas lights to be checked by a competent person before use and after refilling or connecting new gas bottle. * Nominated person to be in charge of looking after gas lamps when in use. * Number of lamps lit at any one time to be kept to a minimum. * Lamps to be kept away from flammable materials. * Lamps to be left to cool and/or use suitable gloves to handle after use. * Lamps to be left to cool after use before storing away. * Lamps must be turned off when not needed and never left unattended. * Suitable fire extinguishers are present on location. * Any fuel spills when refilling lamps are to be cleared immediately and area made safe before works can recommence. |
| **Sparklers**   * Burns | **Cast, Crew, Public (when in public areas)** | * Sparklers are to be used by cast. * All sparklers have been sourced from reputable suppliers. * Only sparklers that are suitable for indoor use are to be used. * All sparklers are to be fully extinguished after use and correctly disposed of. * Loose clothing to be avoided when handling sparklers. * Fire extinguishers are present on location. * Sparklers are to be kept away from faces and flammable materials. * Store sparklers and other fireworks in a closed box in a cool, dry place. * Always light sparklers one at a time. * Plunge finished sparklers hot end down into a bucket of water as soon as they have burnt out. |
| **Sparklers used around a bonfire**   * Burns * Explosions |  | * All sparklers have been sourced from reputable suppliers. * All sparklers are to be fully extinguished after use and correctly disposed of. * Loose clothing to be avoided when handling sparklers. * Fire extinguishers are present on location. * Sparklers are to be kept away from faces and flammable materials. * Store sparklers and other fireworks in a closed box in a cool, dry place. * Always light sparklers one at a time. * Plunge finished sparklers hot end down into a bucket of water as soon as they have burnt out. * Keep an adequate distance away from the bonfire – at least a radius of 1 meter. * The bonfire shall be made by a competent person. * Minimum crew shall be in the vicinity of the bonfire * No children or pets to be around the fire. * Materials carefully monitored in construction * Additional Fuel stored separately * Designated bonfire team: to wear strong footwear and low flammable outer garments * No use of petrol etc * Paper and solid firelighters to be used to ensure even burn * Corrugated cardboard and similar light ash producing materials not to be used * Check bonfire for stability |
| **Use of blowtorch**   * Fire spread * Burns | **Cast, Crew, Public (when in public areas)** | * Blowtorch to be used by competent persons only. * User to be provided with sufficient time for training and rehearsals in advance. * Action will be supervised at all times by competent person. * Suitable PPE to be worn. * Only necessary crew will be present in the blow torch area. * Safe distances and filming positions will be in place. * Blowtorch will be turned off after use and safely put away. * Action will only take place once 1st AD confirms it is safe to do so. * Verbal/audible warning to be given before blowtorch is turned on. * Crew and cast to be aware of any hot surfaces caused by the blowtorch action. * Loose clothing to be avoided and long hanging hair tied back. |
| **Use of flamethrower**   * Burns * Fire spread | **Cast, Crew, Public (when in public areas)** | * Flamethrower is to be used by competent and experienced member of the SFX team only. * Flamethrower is in good condition and fit for purpose. * It must never be pointed at another person. * Safe distances must be kept between the flame, equipment, flammable materials and other persons. * Suitable protective clothing to be worn by operator. * Flamethrower to be securely stored, disconnected when not being used. * Equipment must be accounted for at all times. * Suitable extinguishers to be present on location. * Action will only take place once 1st AD confirms it is safe to do so. * Verbal/audible warning to be given before flamethrower is turned on. * Crew and cast to be aware of any hot surfaces caused by the flamethrower action. * Loose clothing and long hanging hair to be avoided. |
| **Fire breathers**   * Burns * Fire spread * Ingestion of fuel | **Cast, Crew, Public (when in public areas)** | * Competent and experienced fire breathers have been engaged. * **Refer to fire breathers RA for further details.** * Safe distances will be kept from the performers at all times. * Minimum number of takes to be done in order to limit the amount of fuel being put in their mouths. * The performance will not take place near any flammable materials. * Performer must not be asked to do anything that they are not capable of. * Wind conditions to be taken into account for a suitable direction for the performers to do the act. * Extinguishers and fire blankets are present on location. * Fuel to be securely and suitably stored when not in use. * Drinking water is present on location. * A medic is present on location. |
| **Cast smoking**   * Inhalation of smoke | **Cast, Crew, Public (when in public areas)** | * Actor is to smoke. Herbal cigarettes or fake cigarettes to be used where possible. * Crew to be informed when smoking is taking place. * Time spent smoking and number of takes to be kept to a minimum. * All cigarettes are to be fully extinguished and suitably disposed of after use. * Fire extinguishers to be present on location. * Crew to be allowed to leave set when smoking is taking place if they wish. * Where necessary, smoke alarms turned off to prevent going off must be turned back on s soon as smoking scene complete and smoke has dissipated. |
| **Cast snorting coke**   * Slip, and trips * Breathing difficulties |  | * All actions will be done under the guidance and supervision of the art department. * The number of takes will be kept to a minimum. * Cast will be checked of any breathing problems/difficulties that could cause or exacerbate a condition. * A spillage procedure will be in place for the powder used. * A first aider will be on site. * An eye wash will be on site for any powder that does go into the cast’s eye. |
| **Wet down**   * Slip hazard * Electrocution |  | * The wet down will be under the control of a competent person. * Sequences to be supervised by 1st AD. * All equipment used is in good condition and fit for purpose. * Exclusion zones to be established around effects. * Only necessary amount of water to be used for the effect. * Water effects to be kept at safe distances from electrical equipment. * Be wary of the floor where wet down occurs ensuring there is not an incline which could make the water run towards electrics deemed safe by position. * Keep clear of area during the wet down. |
| **SFX – Wet down**   * Slip hazard * Electrocution | **Cast, Crew, Public (when in public areas)** | * SFX will be under the control of a competent SFX supervisor. * **See SFX RA for further details.** * Sequences to be supervised by 1st AD. * Adequate time for rehearsals, safety briefings and reassessment of the hazards and risks if any changes. * All equipment used is in good condition and fit for purpose. * Exclusion zones to be established around effects. * Cueing the SFX will be clear, unambiguous and communicated. * The SFX controller with always have a clear line of sight. * Effects will be cleared up and disposed of appropriately after use where applicable. * Only necessary amount of water to be used for the effect. * Water effects to be kept at safe distances from electrical equipment. * Be wary of the floor where wet down occurs ensuring there is not an incline which could make the water run towards electrics deemed safe by position. |
| **Wind/Rain/Mist Effects**   * risk of injuries/ill health | **Cast, Crew** | * Wind/Rain/Mist effects will be under the control and supervision of competent and experienced SFX supervisor (See SFX RA for further details). * All machinery being used for SFX is in good working order, operated by competent person, electrically safety tested where necessary. * Ensure there are no people with breathing difficulties in the area when mist effects are being used. * Wind machines to be positioned by SFX team – safe distances/exclusion zones to be in place as necessary. Fans to be secured by weights/ratchet straps where necessary. * Rain stands and all associated equipment will be in safe positions so as not to cause a trip hazard. * The rain effects will be localised. A drip tray will be in position to reduce slip hazard on studio floor. Spillages on the floor will be cleared up immediately following a take. * Suitable footwear and clothing for the conditions will be worn by all. * Adequate welfare facilities will be provided for cast/crew to get dry/warm following rain effects. * Minimal time as possible to be spent in the rain/wind effects. |
| **SFX – Rain effects**   * risk of injuries/ill health | **Cast, Crew** | * Rain effects will be under the control and supervision of competent and experienced SFX supervisor (See SFX RA for further details). * All machinery being used for SFX is in good working order, operated by competent person, electrically safety tested where necessary. * Rain stands and all associated equipment will be in safe positions so as not to cause a trip hazard. * The rain effects will be localised. A drip tray will be in position to reduce slip hazard on studio floor. Spillages on the floor will be cleared up immediately following a take. * Suitable footwear and clothing for the conditions will be worn by all. * Adequate welfare facilities will be provided for cast/crew to get dry/warm following rain effects. * Minimal time as possible to be spent in the rain effects. |
| SFX – Fire effects  * Increased fire risk * Possible risk of  burns | **Cast, Crew, Public** | * Practical Fires will be under the control and supervision of a competent and experienced SFX Supervisor (See SFX RA for further details). * The area being used will all be checked in advance by a professional company to confirm that there is no risk of fire due to the presence of flammable material. * The fire effects will be constructed enough in advance of the filming to allow tests with the fire running for a significant length of time so heat effects built up in the location can be assessed. * Flame height will be lowered in between takes when possible to reduce heat build-up and the fire turned off whenever it is not needed. * The location will need adequate ventilation. * A designated person will be on fire watch duty with a co2 and water fire extinguisher and a fire blanket during all scenes which have a practical fire in operation.  Only one practical fire will be lit at any one time so close monitoring can take place. * Safe distances from fires will be adhered to. * Costumes will not be made from highly flammable materials.  Long flowing costumes will be avoided where possible around practical fires. * Any dressing materials such as drapes, curtains etc, will be avoided where possible around flames.  Where essential they will be made from flame proof material or rendered flame resistant. * Location smoke alarms will be isolated as necessary for any fire scenes (with permission from location).  Production will ensure they are reinstated following takes.  Additional fire monitoring controls in place while alarms are isolated (Runners monitoring and will shout “fire” to alert everyone). |
| SFX - Use of a “Piss Rig” | **Cast, Crew** | * Setup of such a rig to be performed by a competent person. * All liquids used are chemically inert and non-harmful. * All spillages to be cleaned up immediately – AD team to brief crew on spillages. |
| **Stunts and Weapons** | | |
| Stunt - Choking/Intimidation | **Cast, Crew** | * Scene to be performed under the guidance of stunt coordinator. * **Refer to stunt coordinator RA for further details.** * Camera angles to be cheated where possible to avoid physical contact. * Full force not to be used if doing for real. * Cast involved have been trained in how to do this appropriately and safely. * Cast involved do not have any underlying medical conditions that may be worsened by this activity. * Action to be discussed with actors involved and fully blocked through. |
| **Stunts – General**   * Bodily injury * Miscommunication | **Cast, Crew, Public (when in public areas)** | * All stunts are under the guidance and control of a competent and experienced stunt coordinator. * **Refer to Stunt Coordinator RA for further details.** * Safety briefings for crew and cast involved to be carried out as and when required. * Adequate time provided for training and rehearsals. * Body padding and crash mats to be used where necessary. * Safe distances to be kept between all crew and equipment. * Stunt doubles to be used where necessary as determined by the stunt coordinator. * All stunt doubles used are experienced and competent to do safely the various stunts at this location. * Suitable communication systems to be in place between stunt coordinator and 1st AD. * Filming positions to be discussed and agreed with stunt coordinator in advance. * Those taking part in the stunts to be checked to ensure they do not have underlying medical conditions that may be worsened this activity. * Full force to be avoided where possible and camera angles cheated to help avoid full contact where possible. |
| **Stunt – Fall into box rig**   * Fall from height * Bodily injury * Miscommunication | **Cast, Crew** | * All stunts are under the guidance and control of a competent and experienced stunt coordinator. * **Refer to Stunt Coordinator RA for further details.** * Adequate time provided for training and rehearsals. * Body padding and crash mats to be used where necessary. * Safe distances to be kept between all crew and equipment. * All stunt performers are competent and experienced with this type of stunt activity. * Only stunt doubles will be used for falling over balconies. * Stunt doubles will fall onto 12 inch crash mats covering the floor. * Box rig will be placed on top of the crash mats. * Depth of box rig will be determined by the stunt coordinator and will be suitable for the height of the fall. * Stunt team will be present around the box rig to assist stunt performer once they have completed the stunt. * Suitable communication systems to be in place between stunt coordinator and 1st AD. * Filming positions to be discussed and agreed with stunt coordinator in advance. |
| **Stunt – Fall down stairs**   * Fall from height * Bodily injury * Miscommunication | **Cast, Crew** | * All action to be under the control and supervision of the stunt coordinator. * **Refer to stunt coordinator RA for further details.** * Stunt double to be used. * All action to be adequately rehearsed beforehand. * Suitable body padding to be used. * Stunt double must not have any underlying injuries that could be worsened by this activity. * Stairs will be cleared of other hazards. * Crew must be at safe distances from the performance area. * Performance area has been deemed suitable for the stunt by the stunt coordinator. |
| **Stunt – Fall from bicycle**   * Bodily injury * Collision with others or equipment | **Cast, Crew, Public (when in public areas)** | * This will taking place on a road which will be closed to members of the public. * All actions will be under the control and guidance of the stunt coordinator. * **Refer to stunt coordinator RA for further details.** * All action will be fully rehearsed in advance. * Actor will fall from the bike and she has been assessed to be competent by the stunt coordinator. * In the event the stunt coordinator is not happy for the actor to do this stunt, a stunt double will be used. * Crash mat will be positioned for the actor to fall onto. * Fall from the bike will be taking place at low speed. * Safe distances will be kept between the stunt fall area and all crew and equipment. * Suitable communication systems will be in place between vehicle driver, 1st AD and stunt coordinator. * Person performing the stunt has no underlying injuries that may be exacerbated by this activity. |
| **Stunt – Slap Scene**   * Bodily injury | **Cast, Crew, Public (when in public areas)** | * Slap scene to be performed under the guidance of stunt coordinator. * **Refer to stunt coordinator RA for further details.** * Camera angles to be cheated where possible to avoid physical contact. * Full force not to be used if doing for real. * Cast involved have been trained in how to do this appropriately and safely. * Cast involved do not have any underlying medical conditions that may be worsened by this activity. * Action to be discussed with actors involved and fully blocked through. |
| **Stunt – Actor jumping into River**   * Drowning * Hypothermia * Disease * Hitting objects under the surface | **Cast, Crew, Public (when in public areas)** | * Actor will jump into the water feet first only, no diving to take place. * Number of takes to be kept to a minimum for all water entry scenes. * Warm clothing and area is available for cast. * Actor will be pulled from the water immediately after this. * All water entry actions is performed under the guidance of the stunt coordinator. * **Refer to stunt coordinator RA for further details.** * All water activities is also managed by ????? * **Refer to ???? RA for further details.** * A competent and experienced Marine Coordinator will be on location to manage river traffic and all safety boats and safety divers on location. * Adequate communication systems to be in place between the 1st AD, stunt coordinator and marine coordinator. * Entry into the water will only happen when the marine coordinator has confirmed it is safe to do so. * Wet suits are to be worn under costumes for all water entry scenes. * Action in the water will be taking place at high tide when the water is at and around its deepest level. * Action area in the river will be checked beforehand to ensure no objects are present on the river bed which may harm cast when performing in the water. * Only necessary crew will be on the pontoon. |
| **Stunt – Actors fall to the ground** |  | * All action to be under the control and supervision of the stunt coordinator. * Refer to stunt coordinator RA for further details. * Stunt double to be used. * All action to be adequately rehearsed beforehand. * Suitable body padding to be used. * Floors will be cleared of other hazards. * Crew must be at safe distances from the performance area. * Performance area has been deemed suitable for the stunt by the stunt coordinator. |
| **Stunt – Chair Fall down**   * Fall from height * Bodily injury | **Cast, Crew** | * The chair can support the weight of the actor and the legs will not buckle when all the weight of the person is on the two rear ones. * All action to be adequately rehearsed beforehand. * Suitable body padding to be used. * Crew must be at safe distances from the performance area. * Performance area has been deemed suitable for the stunt by the stunt coordinator. * All action to be under the control and supervision of the stunt coordinator. * Refer to stunt coordinator RA for further details. |
| **Stunt – Artist tied to a chair/ Tape over mouth** | **Artist** | * The artist will have a pre prepared signal with the stunt coordinator to indicate they are not comfortable and need to be released. * The tape will be prepared so as not to cause skin damage when removed. * The stunt coordinator will check the actor is comfortable to breathe through his nose. If not, holes will be made in tape. * The ropes/ lines to tie him will not be excessively tight to restrict his circulation. * Scissors will be on hand to cut the rope/ line if necessary. * Quick release knots will be used to release the actor in case of an emergency |
| **Climbing out of a window**   * Risk of falls * Injuries to those taking part | **Cast/Crew** | * This scene will be under the control and supervision of a competent and experienced stunt co-ordinator (See stunt RA for further details). * The actress will be used for the stunt. She will be harnessed and on a safety line. She will just step out onto the window ledge, not walk along it * Any actors taking part in the scenes will be physically fit enough to do so and will have been having training sessions/rehearsals with stunt co-ordinator. * Crash mats/padding to be used as necessary. * Scenes will be carefully choreographed and camera angles cheated and edits made to achieve the desired effect. * Adequate rehearsal time and block through in place. * Safe camera and crew positions (as advised by stunt co-ordinator) will be adhered to. |
| **Stunt driving (Car Crash) – risk of injuries to those taking part.** |  | * All stunt driving sequences will be under the control and supervision of a competent and experienced stunt co-ordinator (See Stunt RA for further details). * Stunt drivers will be used for the majority of sequences. Actors will only be used when deemed competent to do so by the stunt co-ordinator. * All vehicles will be fit for purpose and safe for the intended action. They will be stunt prepped as necessary by competent person * Safe camera and crew positions adhered to * Scenes will be carefully choreographed and camera angles cheated and edits made to achieve the desired effect. * The car crash scene will be a mixture of CGI and stunts. When actors are involved, any real glass will be removed and replaced with plastic glass fragments. The fire scene will be shot separately under the control of SFX. (See Stunt/SFX/Design RAs for further details on this scene). |
| **Stunt – Parachuting**  Death caused by:   * Failure of Equipment * Adverse weather conditions * Inexperienced jumper | **Cast** | * Parachuting will only take place under arrangements made by a BPA Advanced Instructor who is the appointed Club Chief Instructor (CCI) and (who is normally present, on a daily basis, when parachuting is taking place). * Parachutists will have a current Declaration of Fitness/Medical/Doctor’s Certificate and be trained, equipped and briefed to undertake the planned descent. * Adequate Ground Control Organisation will be in progress. * An authorised Pilot and a Jumpmaster will be present who is qualified to take charge of the parachutists on board the aircraft. * Parachute equipment is in good condition, correctly packed, well fitted, and checked before emplaning. * Aircraft is correctly documented, suitably equipped and prepared for parachuting * Weather conditions are suitable. * The jump will be onto an approved Parachute Landing Area (PLA), and within an approved Dropping Zone (DZ). * All documentation will be in order and up to date and according to the conditions laid down in the BPA Operations Manual. * The Club is in possession of a valid Civil Aviation Authority (CAA) Parachuting Permission and Exemption (P&E). * Parachutists taking part in a descent will be equipped with a minimum of two airworthy parachutes (one main and one reserve) attached to a common harness. * Tandem parachutists will be attached to a Tandem Instructor using equipment specifically designed for the purpose and approved by the BPA. * Accelerated Freefall(AFF) and Ram Air Progression System (RAPS) parachutists will have an Automatic Activation Device (AAD) fitted to AFF and RAPS equipment. * AAD’s may be used in conjunction with either the main or reserve parachute, but must only back up the manual operation * All parachutists will submit personal AAD’s to the Club Chief Instructor (CCI) for inspection before taking them into use. * No parachutist will take any form of alcoholic drink before he/she has completed parachuting for the day. Equally important is the need to remain sober during the evening before parachuting. * Parachutists who do not feel fit in all respects, and particularly if they have a head cold, will not parachute until they are fully recovered. * Sport Parachutists will be advised that parachuting and giving blood are not compatible. Whilst the quantity of blood is quickly replaced after donation, the necessary oxygen retaining qualities required at altitude are not. Therefore, for a period of time, donors should not fly. |
| **Use of knife on set**   * Bodily injury | **Cast, Crew, Public (when in public areas)** | * Knife to be under the control of art department when not in use. * Soft prop or blunted knife to be used where possible. * All actions to be fully rehearsed. * Knife to be securely stored when not in use. * Action is taking inside the property, so will not be visible to members of the public. * Only necessary persons will handle the knife. * Where necessary, the action with the knife will be overseen by stunt coordinator. |
| **Weapons on set**   * Bodily injury * Misfire * Noise | **Cast, Crew, Public (when in public areas)** | * A fake weapon, where appropriate, should always be used as an alternative. * Weapons will always be under the control of a competent armourer. * **Refer to armourer RA for further details.** * All persons will be trained and briefed when they have to use a weapon. * All persons will be warned that a weapon is brought on site. * The public will be warned that a weapon will be used if there is chance they may see it. * Crew to inform police and get a CAD number. * All weapons will be accounted for at all times and kept secure. * Any loss of a weapon will be reported to the authorities immediately. * Firearms will never be pointed at people unless an armourer has confirmed that they are not loaded. * There will be clear communication about the use of the weapon. * There will be adequate emergency arrangements in place. * For these scenes, weapons are just used as props and costume dressing and will not be used to fire anything. * They will not be loaded. * Whenever weapons are to discharged creating a loud noise, ear defenders are to be worn and all cast and crew warned in advance. |
| **Shooting Range**   * Lead poisoning * Fatalities * Breaking the Law * Damaging ears * Tinnitus |  | **General**   * Entrance into the range should only be done with prior permission from the delegated member of range personnel. * Those entering the range should be supervised by that competent person. * Those entering should be fit and healthy to undertake the intended activity. * No one is to enter the range if the red hazard light is on. * Entrance to the range can only be done if the red light is off. * If someone is inside the range, the door should be locked and opened by personnel inside. * Any shells, rounds or pellets on the floor should not be touched or picked up as they contain lead which is poisonous. * If shells, rounds or pellets are touched, hands should be washed thoroughly. * Any rounds or misfired rounds should not be picked up. If found, they should be reported to the supervising personnel present. * No-one should walk across the range unless shooting is not taking place and permission has been sought from the supervising personnel.   **Shooting in practice**   * If shooting is taking place, the relevant permissions should be sought. * An RCO (Range Conducting Officer) must be present to carry out the shooting practice. * All guns used are to be under the supervision and guidance of the RCO. * All guns must be pointed down & orientated to face down the range at all times & only fired under permission from the supervising personnel. * Ear defenders and protective eyewear must be worn by everyone when shooting is taking place. * A weapons handling test must be sat before using any weapons. * All actions carried out must be done under the permission and guidance of the RCO. * The red hazard light must be turned on to indicate to those outside that shooting is in practice. * Any participants not actively shooting should remain in the designated safety zone or area. * All live rounds must be accounted for.   **Filming in the range**   * Permission shall be granted beforehand for the allowance of filming to take place. * Crew are to be briefed on the safety precautions thoroughly before shooting begins. * Crew are to stand in a designated area allocated by the RCO. This should usually be at least two meters away from the prone shooter. This includes any protrusions of equipment. |
| **Squibs – Worn by performer**   * Squib causes injury to performer * High sound levels * Premature fire/misfire of pyrotechnics |  | * CE Approved squibs placed with steel shields behind and padding behind that is fitted securely into the costumes * Blood inside the squib is food grade * The smallest squib used that can burst the costume effect * All non-essential crew to be kept clear of the area * Protective eye wear provided to any crew who need to be near the effect (e.g. camera) * Effects are fired by an operator with a clear view of the danger area * The effect has been tested to ensure everything works as planned * Ear protection should be worn by cast and crew to the effect * Sound levels will not be hazardous except in the immediate vicinity of the effect. * Firing system is CE approved system and has proved to be extremely reliable * In the event of a mis-fire, standard mis-fire drill to be observed. |
| **Squibs – wall panels**   * Flying debris causes injury * High sound levels * Premature fire/misfire of pyrotechnics |  | * The walls have squibs placed behind lightweight foam dressed in holes in the walls. * All debris is soft and lightweight * All non-essential crew to be kept clear of the area * Protective eye wear provided to any crew who need to be near the effect * Effects are fire by an operator with a clear view of the danger area * The effect has been tested to ensure everything works as planned. * Ear protection should be worn by cast and crew to the effect * Sound levels will not be hazardous except in the immediate vicinity of the effect. * Firing system is CE approved system and has proved to be extremely reliable * In the event of a mis-fire, standard mis-fire drill to be observed. |
| **Lasers on a gun**   * Eye injury from lasers | **Cast, Crew, Public (when in public areas)** | * Guns are to be fitted with lasers for sighting. * All cast and crew must be warned before lasers are to be used on set. * Lasers are not to be pointed directly at someone’s face at any time. * Those handling weapons with laser sights are to receive additional briefing from armourer to cover use of lasers safely. * Class 1 or 2 lasers to be used where possible. * Lasers to be turned off when scene is finished. * **Refer to weapon section for further details.** |
| **Throwing object against the wall**   * Injury from pan rebounding into someone | **Cast ,crew** | * Where possible, a soft prop object will be used to throw against the wall. * Object must not be aimed at breakable items within the house or any other persons. * Object must be thrown at an angle into the wall rather than straight in front of the actor to reduce likelihood of pan rebounding into the thrower. * All other positions of cast and crew must be agreed in advance. * Crew and actors must be at safe distances at all times. |
| **Hanging Scene**   * risk of injuries to those taking part | **Cast, Crew** | * This sequence will be under the control and supervision of a competent and experienced stunt co-ordinator and wireman (See Stunt Co-ordinators & wireman’s RA for further details). * All stunt scenes will be carefully choreographed and camera angles cheated and edits made to achieve the desired effect. * The stunt co-ordinator will establish safe positions for all cast and crew. * Stunt doubles will be used when it is deemed necessary by stunt co-ordinator * Adequate time to be given for block through and rehearsals. * Crash mats/padding to be used as necessary. * Cast will be checked for any injuries that could be aggravated by taking part in a stunt sequence. * Actor will be on secure harness at all times.  Hanging rig will not be tightened at any point. * Stunts/design to liaise over position of hanging rig, the gallows build to be used etc to ensure it is suitable and can take the weight of actor, hanging rig and any dummies that will be hung. * Actor will be in harness for minimal amount of time as possible. * There will be support in place to assist person up and down from rig * Hanging rig will be fully tested and rehearsed by stunt co-ord and team. |
| **Cast Tied up**   * risk of injuries to those taking part | **Cast, Crew** | * Cast will be tied up using cable ties * Scissors will be on set to release cast in the case of an emergency * Adequate time to be given for block through and rehearsals. * Cast will be checked for any injuries that could be aggravated by taking part in a stunt sequence. * Ties will be fully tested and rehearsed by stunt co-ord and team. |
| Cast pushing vehicle | **Cast, Crew, Public** | * Cast members that will undertake action will be comfortable undertaking tasks. * Stunt performers will be used where necessary. * Crew will be briefed on the action taking place. * Vehicle will be suitable and fit for purpose. This will be turn off and out of gear to push. * Action vehicle will be in control of the vehicle at all times.   Clear lines of communication will be in place between AD, Action vehicles and Cast members. |
| **Interior/Exterior Specifics** | | |
| **Fire safety**   * Delayed egress, fire loading, lack of detection / means of raising the alarm, lack of fire-fighting equipment | **Cast, Crew, Public** | * Emergency fire procedures are in place at the location. * The location has detectors in place.  If detectors are isolated by production for any smoke effects, additional fire monitoring controls will be in place while alarms are isolated e.g. Runners monitoring and will shout “fire” to alert everyone. * Crew and cast will follow location procedures in the event of an evacuation.1st AD should brief everyone on first day at the location on the fire procedures in place – i.e. location of escape routes, how to raise the alarm, the designated muster point and location of fire extinguishers**.** * There are an adequate number of fire exits in place. Production will ensure these are unlocked, and kept clear at all times. * Adequate numbers of fire extinguishers will be brought to the location by production – Foam and a Co2. * Rubbish to be regularly removed. * A designated smoking area will be established outside location and means of disposing of extinguished cigarette butts will be provided. |
| **Asbestos**   * Risk of asbestos fibre release * Risk of long term health effects | **Cast, Crew, Public (when in public areas)** | * Asbestos surveys will be requested in all buildings where Asbestos containing materials (ACMs) are suspected to be present. * Where a survey denotes the presence of ACMs, details of their positions and levels of encapsulation will be distributed amongst the crew. * No drilling or piercing of a building fabric will take place where there is any question over the presence of asbestos. * In the event suspect material is found or disturbed, area should be closed off to all persons and advice sought from advisor and asbestos management company. |
| **Filming on public street, Filming In Road/Filming On The Roadside**   * Public access issues * Slips, trips and falls * Public in close proximity to equipment | **Cast, Crew, Public (when in public areas)** | * Crew to be wearing Hi-Vis jackets when filming on public street or near road. * Filming will be kept on the pavement at all times. * Where possible filming locations for in road/roadside filming are quite and unused. * Where possible filming will be scheduled to non-peak times so traffic is kept to the minimum. * Signage to be in place at key points in the road to pre-warn motorists/cyclists. * Suitable pedestrian management system to be in place to ensure members of the public do not have to walk on the road with live traffic or come in contact with equipment. * All equipment is to be supervised at all times and must not block pavement or road. * Props and set dressing will be suitably located to ensure crew or pedestrians do not have to enter road. * Production vehicles to be parked in a way that does not cause obstruction/ hazard to other drivers. * All cables to be suitably ramped, taped or flown. * Cables should also be run alongside kerbs where possible. * If having to film in the road, this will only happen with traffic management in place. * **Refer to traffic management plan for further details.** * Filming on the road will only commence once 1st AD has confirmed with traffic management crew that it is safe to proceed. * Traffic management will put in place a temporary Stop & Go system. * Any necessary road closures are in place for shots in this location. This is undertaken by a competent road management company. * All extras on set are to be kept in suitable areas before they are required on set. |
| **Working on uneven and cobbled surfaces**   * Persons tripping * Equipment falling over | **Cast, Crew** | * The streets being filmed on are cobbled in places. * All cast and crew are to ensure they are wearing suitable, robust footwear. * Crew to avoid open toe shoes and flip flops. * All equipment on stands, tripods etc. are to be securely weighted and positioned to prevent them toppling over. |
| **Filming on staircases**   * Falling down stairs | **Cast, Crew, Public (when in public areas)** | * Only necessary crew to film on staircases. * All cables to well managed and kept to the side near the wall or bannister to avoid becoming a trip hazard. * Spotter to be used for camera operator if moving whilst filming on the staircase. |
| **Narrow/ steep spiral staircases and difficult access at this location**  Removal of bannister  Falls from height/ injuries  Slips/ falls | **Cast, Crew, Public** | * Suitable foot wear will be worn by all. * Care will be taken when carrying equipment on the stairs. * Adequate numbers will be used to carry heavier/ larger items. * Wet surfaces will be treated as necessary. The banister will be reinstated once finished. |
| **Limited number of exits in filming areas**   Obstructing safe egress | **Cast, Crew, Public (when in public areas)** | * Cast/crew to be informed before filming that rooms only have limited emergency exit. This should be known to all members of production. * All crew should know the location of the muster point. * The fire exit should be clear of any slip, trip and fall hazards. * Number of crew members in the room to be kept at a minimum at all times. * A log of the number of people in the vicinity shall be noted. * All cast and crew to be vigilant of any potential fires. * Fire extinguishers to be available to cast/crew in the rooms. |
| **Presence of pigeon guano -** around entrances to disused areas  * Risk of disease * Slips, trips and falls | **Cast, Crew** | * Pigeon guano is present within the location. * Area to be made inaccessible to anyone other than those involved in cleaning during the cleaning process. * Those cleaning are to ensure they are wearing suitable respirator equipment and protective clothing. * Filters and clothing to be appropriately disposed of where necessary.   **Following clean-up:**   * In the event of bird droppings accumulating following clean up and the production on site, crew are to ensure the droppings are kept wet to prevent turning to dust. * Respiratory equipment, disposable overalls and gloves to be used for clean-up of large amounts. * All equipment to be appropriately disposed of. * High powered jet washes are not to be used. * Crew to ensure the use anti-bacterial hand wash after cleaning and before any eating or drinking.   **Psittacosis** – this is a rare infectious disease caused by a bacterium called Chlamydia psittaci. It is mainly associated with parrots and other similar species but does affect other birds, including pigeons. Symptoms are commonly a flu-like illness and pneumonia usually appearing 5-19 days after exposure.  **Salmonella** – this may also be present in some bird droppings. It is a bacterial infection that can cause significant diarrhea.  If any of these symptoms are observed, they should be asked to consult their GP. |
| **Cast barefoot**   * Foot injury | **Cast, Crew** | * Various cast members are to be performing bare foot. * All areas where cast are to perform in bare feet is to be fully swept and cleaned in advance. * Crew to make regular checks to ensure the floors are clear of anything that may injure someone’s bare feet. * Cast members are to ensure if they have cuts on their feet before filming, they are to be covered up with suitable plasters. * Suitable place to be provided to allow cast to wash their feet after each performance. * When not performing, all cast members must be wearing suitable footwear. |
| **Derelict Building**   * Risk of cuts grazes from glass, rough ground * Fall from height * Hygiene issues * Lack of fire safety * Exposed drops | **Cast, Crew** | * Location building is currently derelict. * The site is to be treated as a building site. * All crew to receive a site safety briefing on arrival to site before works commence. This is to be provided by the site management. * Site management staff to be present on location. * All cast to be briefed about site safety for each area they will be working in. * All cast and crew to wear suitable and robust footwear (closed toe) due to presence of rubble, glass on site and uneven ground. * Production has adequate PLI insurance which negates the need to wear hard hats and safety boots. This has been agreed with site management in advance. However, all crew are to wear suitable footwear and clothing. * Anyone who receives a cut no matter how minor is to see the production medic immediately to have the wound cleaned and covered with a waterproof dressing. * When moving equipment on site, crew to wear safety gloves. * Crew to ensure hands are washed with anti-bacterial hand wash before eating, drinking and putting hands to faces. * Any equipment that has come into contact with the ground is to be cleaned after use. * All filming positions have been agreed with the site management in advance. * Crew to only work on pre-agreed floor levels which are 2nd Floor and Rooftop with more details below. * All out of bounds areas have been highlighted to crew and no one to enter these areas under any circumstances. * Fire extinguishers are located at all filming locations. * Air horns to be made available and are to be used in the event of an emergency. * In the event if an evacuation, all cast and crew are to move to the assembly point by the main gates to the site. * All exposed drops on higher levels have been highlighted to crew. * Only specified member of crew and cast to be allowed on higher levels. * No lone **working** to take place on higher levels. * Cast and crew to stay a minimum of 6ft from any unprotected edges. * If working in areas with unprotected edges, additional safety barriers are to be in place to highlight the 6ft minimum distance from the edge. |
| **Construction sites**  Outside the entrance of our location, construction work is going on. | ALL CREW | All crew to receive a site safety briefing on arrival to site before works commence. This is to be provided by the site management.  Site management staff to be present on location.  All cast to be briefed about site safety for each area they will be working in.  All cast and crew to wear suitable, hard hats and robust footwear (closed toe) due to presence of rubble, glass on site and uneven ground.  Anyone who receives a cut no matter how minor is to see the production medic immediately to have the wound cleaned and covered with a waterproof dressing.  When moving equipment on site, crew to wear safety gloves.  Crew to ensure hands are washed with anti-bacterial hand wash before eating, drinking and putting hands to faces.  Any equipment that has come into contact with the ground is to be cleaned after use.  All filming positions have been agreed with the site management in advance.  •Crew to only work on pre-agreed floor levels  All out of bounds areas have been highlighted to crew and no one to enter these areas under any circumstances.  If Fire extinguishers are not located at all filming locations crew must bring their own  In the event if an evacuation, all cast and crew are to move to the assembly point by the main gates to the site. • No lone working to take place on higher levels.  Cast and crew to stay a minimum of 6ft from any unprotected edges.  If working in areas with unprotected edges, additional safety barriers are to be in place to highlight the 6ft minimum distance from the edge. |
| **Collapse of Structures**   * Workers and others risk serious, possibly fatal injury if fixed structures collapse. | **Cast**  **Crew**  **Public** | * Stages and marquees to be erected by a competent person/contractor. * Contractor(s) to provide sign off certificates for all structures. * Daily checks made on all structures by a competent person. * There is a need to check weather forecast daily. * Check with provider(s) maximum wind speeds that structure can withstand safely. * Make contingency plans to enable closure of structure in adverse weather conditions. |
| **Filming in a private residence** | **Cast, Crew, Contributors, Contractors, Sub-contractors, Public** | * Property owners affected by the intended action understand and are agreeable to the intended action taking place in their property in advance of filming * Cast, crew and contributors to respect property and contents and act appropriately in accordance with the wishes of the residents * Furniture, fixtures, fittings and personal items required for resetting or removal must be done with the express prior permission of the residents * Any furniture, fixtures, fittings or personal items reset or removed must be handled with the greatest of care and stored accordingly to minimise any potential damage or breakage * Property to be left in its original condition as agreed with the residents * Property to be left in accordance with the agreement of the residents * Any damage or breakages to the property or contents must be made good, replaced or compensated as agreed with the residents |
| **Confined Spaces**   * Lack of oxygen in a confined space * Poisonous gas, fumes or vapours in a confined space * Liquids or solids suddenly filling a space * Fire and explosions * Hot conditions causing injury * Restricted access and egress | **Cast**  **Crew**  **Public** | * Entry into a confined space must be avoided * If entry is unavoidable a safe system of work must be implemented. The system should include the appointment of a competent supervisor, ensuring competence of the person(s) entering the space, necessary isolations before entry, required cleaning before entry, access and egress methods, provision of ventilation, air testing, provision of special tools and lighting, provision of breathing apparatus, communication methods and emergency arrangements. * Adequate emergency arrangements must be made before the work starts. This should include communication methods, rescue and medical assistant arrangements and shut down procedures. |
| **Electric fences**   * Electrocution * Death * Damage of equipment | * **Cast** * **Crew** | * Filming near the fence should be avoided at all times. * If possible, necessary steps should be taken to cut the power to the fence. This should be done with permission and by a competent person. * If the fence cannot be freed from its electrical power source, the following steps should be adhered to. * All cast and crew to be briefed on the presence of the electric fence. * Barriers to be place stopping anyone coming close to the fence. * Signage to be placed near the fence indicating that the fence is electric. * All cast and crew to keep a minimum of 6 metres away from the fence. * Care should be taken when walking around the location. * No children or animals shall be present at this site. * Care should be taken when setting up equipment. * Special care should be taken to equipment that move and extends. This includes Cherry Pickers, Genie Booms and Scissor lifts. |
| Use of access hatch | **Cast, Crew** | * Access hatch only opened when equipment is being lowered through it. * Hatch to be managed by venue operators & HODs who have received instruction on its use. * Hatch is located in a well-lit space. |
| Working in a historically sensitive location | **Cast,Crew** | * All works to be approved by location representatives ahead of time. * Positioning of equipment, vehicles and plant to be approved in advance and communicated via the locations Dept. * All rigging & dressing will use non-intrusive methods unless otherwise agreed. * All cast to be briefed on the required behaviours expected of them whilst working in this location. * Filming areas and equipment areas will be marshalled or cordoned off as necessary. * Suitable pedestrian management system to be in place to ensure members of the public do not come into contact with the works taking place. * All equipment is to be supervised at all times. * Signs will be displayed as necessary to inform everyone that filming is taking place. * Cables minimised as much as possible, will be ramped, flown or matted where necessary. * Cables should also be run alongside kerbs where possible. * Production must ensure emergency exits from any adjacent buildings are free from obstructions at all times. |
| Filming in a public toilet  * Limited safe egress routes * Hygiene issues | **Cast, Crew** | * Number of crew members in the room to be always kept at a minimum. * Cast/crew to be informed before filming that rooms only have one emergency exit. * Fire extinguishers to be available to cast/crew in the rooms. * All spaces have been professionally cleaned prior to use. * Cast and crew briefed to wash hands thoroughly when scene is complete. * Where door closers or fire exit signs are temporarily removed or covered, as suitably trained fire marshal will be present, Cast and Crew will be briefed, and the equipment will be out of use for as short a time as possible. Any reinstatement is to be performed by as competent person |
| Filming at a farm Animals, RIsk of injury from equipment | **Cast, Crew** | * Crew and cast will only work in pre-agreed areas. * All work to be supervised by a member of staff from the farm. * Farm staff to brief all cast & crew on how to work around the animals & hygiene practices. * Locations department will liaise with the location on any movements around the site. * Any equipment/machinery etc. that needs to be moved will be done by c/o the Location staff themselves. * Any residual risks will be communicated by the farm staff on the day and relayed by the 1st AD. * Animals to be removed from filming areas where possible if they are not required. * Good hygiene practices to be followed by all cast and crew. * Crew and cast to keep at safe distances from any machinery/vehicles present at the location |
| Filming near a cliff edge | **Cast, Crew, Others below** | * In the event of a Cliff Emergency Dial **999** and ask for the Coastguard * Spotter to be used for camera operator if moving whilst filming * Mobile phone signal at this location is good. * Cast and crew to be briefed regarding working on the clifftop: * Sections of the cliff edge are susceptible to collapse – Stay Alert to cracks and fissures in the ground * Minimum safety distance to any unprotected edge to be established & communicated to all cast & crew. * Minimum safety distance to be monitored at all times by 1stAD * Minimum safety distance to be reviewed if conditions change * Filming should cease on beach or clifftops if conditions deteriorate and scenes and the shooting of, reviewed * Cast and crew should be aware that they are working on a clifftop where wind and weather conditions can change very quickly - there is potential for losing dropped or windblown objects including hats, camera equipment, mobile phones, documents or other personal items into the open water over the cliff edge |
| **Animals/Insects** | | |
| **Animals (General)**   * Bites * Scratches * Allergic reactions | **Cast, Crew, Public (when in public areas)** | * A competent and experienced animal handler has been engaged. * **Refer to animal handler RA for further details.** * All animals must be of suitable temperament. * Allergies of cast and crew to be accounted for in advance. * Animals to be provided suitable quiet area for rest and food/drink away from filming areas. * Animal handler to provide food and drink. * Cast and crew to avoid petting any animals where not necessary. * Good hygiene practices to be followed by all cast and crew who handle any animals. * Lighting to be positioned so as not to spook any of the animals. * Suitable breaks to be provided for all animals. |
| **Cockroaches on set**   * phobias * Allergic reactions | **Cast, Crew, Public (when in public areas)** | * A competent and experienced handler has been engaged. * The handler will be present all times for the use of the cockroaches. * Refer to animal handler RA for further details. * All crew will be briefed of when the cockroaches will be used. * A suitable location will be picked for the use of the cockroaches. * All crew and cast to wear closed toe shoes. * Allergies and phobias of cast and crew to be accounted for in advance. * Good hygiene practices to be followed by all cast and crew who handle any animals. |
| **Animals – Cat on set**   * Bites * Scratches * Allergic reactions | **Cast, Crew, Public (when in public areas)** | * A responsible person will be set to manage the welfare of the cat. * The cat must be of suitable temperament. * Allergies of cast and crew to be accounted for in advance. * The cat to be provided a suitable quiet area for rest and food/drink away from filming areas. * Cast and crew to avoid petting the cat where not necessary. * Good hygiene practices to be followed by all cast and crew who handle the cat. * Lighting to be positioned so as not to spook the cat. * Suitable breaks to be provided for the cat. |
| **Wild Animals** |  | * All personnel should be cautious when close to any domestic or wild animal and to avoid touching, approaching, or aggravating them in any way * Personnel will not 'befriend', feed or encourage animals to come near them or other members of Production * All personnel will understand that animals may be carrying disease and that they should inform Production and the onsite Medic immediately if they are bitten or scratched and follow medical advice and treatment given * Bites or scratches from animals shall always receive medical attention and be reported and monitored * Any animal bite should be considered an exposure to rabies; the casualty will be taken to nearest appropriate medical facility for preventative treatment. (Despite having had rabies vaccination) * Although habituated and docile in appearance, work horses and horses used for pulling caleches, and mules and donkeys should always be treated with the same respect as a wild animal |
| **Animal Waste**  Slip hazard  Risk of catching a disease | **Cast, crew, public** | * Appropriate footwear should be worn at all times * Contact should not be made with the animal waste unless clearing it away using gloves * Hands must be washed thoroughly if contact is made * Hands must be washed thoroughly before eating or drinking * All cast and crew should be made aware that there is the presence of animal waste. |
| **Dog on set**   * Bites * Scratches * Allergies * Animal welfare | **Cast, Crew, Public (when in public areas)** | * Reputable animal handler to be engaged. * Animal handler to be present for all scenes using the dog. * Welfare facilities and place to rest to be provided. * Time the dog is spent on camera to be kept to a minimum with adequate number of breaks. * Cast and crew not to handle dog without permission and guidance of the handler. * Anti-bacterial hand wash/gel to be provided if anyone handles the dog. * All dog waste to be picked up and disposed of correctly. * Anyone with allergies/phobias to be kept separate from the dog. |
| **Domestic Dog on Set**   * Bites * Scratches * Allergies * Animal welfare | **Cast, Crew, Public (when in public areas)** | * The owner will be with dog at all times. * Welfare facilities and a place to rest are to be provided. * The time the dog spends on camera will be kept to a minimum with adequate number of breaks. * Lights will be set up so as to not spook the dog in any way (as advised by the owner). * Crew are not to handle the dog without permission and guidance of the handler. * Anti-bacterial hand wash/gel are to be provided if anyone handles the dog. * All dog waste should be picked up and disposed of immediately and correctly. * Anyone with allergies/phobias to be kept separate from the dog. |
| **Horses**   * Fall from horse/ * Kick, bites * Allergic reactions | **Cast, Crew, Public (when in public areas)** | * Suitable and experienced TV/Film industry horses will be supplied from reputable handlers. Handlers will always be present. **(See Horsemaster’s risk assessments for further details).** * Action will also be under the guidance of the stunt coordinator. **Refer to stunt coordinator RA for further details.** * Horse handler has confirmed that this location is suitable for horses. * Actors have been undergoing horse riding lessons and have all been deemed competent for the riding activities they will be asked to carry out. * Doubles will be used where necessary. * Adequate rehearsal time will be given. * Safe camera and crew positions, as advised by the handler will be adhered to. Spotters will be used if deemed necessary. * Lights will be set up so as not to spook the animals in any way (as advised by handler). * Horse handler will assess temperament of horse before transporting them out of the trailer. * Horsemaster will provide a safety briefing covering specific hazards relating to horse i.e. not standing behind horse. * All hired animals are disease free, have the right temperament, and are experienced with working with cameras, lights etc. * There will be no unnecessary contact with the animals. Hands should be washed/bacterial wipes used after any contact with the animals. * Cast/Crew checked for any known allergies. * Use of horses will take place at safe distances from unprotected edges at all times. |
| **Horse and Carriages**   * Risk of overturns of carriage * Injuries from horses * Ill health | **Cast/Crew** | * Suitable and experienced TV/Film industry horses and riders will be supplied from a reputable supplier/ handler. Handler(s) will always be present, relative to the number of horses. (See Horsemasters RA for further details) * Horse handler has confirmed that this location is suitable for horses. * Safe camera and crew positions, as advised by the handler will be adhered to. Spotters will be used if deemed necessary. No one to stand directly behind a horse. * All cast and crew will be checked to see if they have any allergies to horses. * Lights will be set up so as not to spook the horses in any way (as advised by handler). * Carriages are sourced from reputable suppliers and are maintained, inspected and fit for purpose. (See Carriage Supplier RA for further details). * The maximum capacity of a carriage will never be exceeded. * Cast/crew will be helped into and out of carriages where appropriate (or steps provided). * When filming inside a carriage, all equipment will be securely fastened or strapped to prevent injury. |
| **Scorpions** | **Cast and Crew** | * Personnel should wear closed toe shoes/boots and long legged trousers * Personnel should check all equipment carefully if it has been left unattended; do not blindly put hands/feet into clothing/baggage, especially if left on the ground and/or outside * Personnel should not attempt to touch or disturb a scorpion, even if it appears dead * Personnel should exercise vigilance at all times, especially when moving objects on the ground, beneath which could harbour scorpions * If bitten, casualty to be taken to nearest appropriate medical facility as soon as possible * Casualty should be sat still, reassured and affected limb compression bandaged * Production should ensure compression bandages are available at all times and be familiar with the process of compression bandaging technique * Do not assume encounters with scorpions are in rural areas and/or desert only: scorpion stings are commonplace in both urban and rural environments. |
| **Insects and spiders** |  | * Minimise exposed skin through use of long sleeved clothing and trousers with closed footwear * Minimise use of deodorants and perfumes * Personnel should avoid insect hives and nests and leave the area promptly and safely if attacked by stinging insects * Care should be taken when shaking out footwear, clothing and baggage, especially if left on the ground * Footwear must be checked and shaken out before putting on if left outside and/or on the ground * Never leave baggage or equipment unzipped or open on the ground * Personnel should not walk around with bare feet, especially when dark * Doors and windows should be kept closed especially at night when insects will be drawn to light sources. * Air conditioning should be utilised (if available) for temperature control and for keeping insects at bay. |
| **Snakes** |  | Prevention  Do’s   * Open and shake out sleeping bags and clothing pre use. * Tap boots pre use. * Check ground pre sitting. * Wear robust boots / socks / leg protection when walking in undergrowth or deep sand * Wear boots and use a torch if moving at night. * Wear gloves if collecting firewood or similar activity * Remember that banks and streams are common haunts of snakes * Sleep off the ground if possible or use a sewn in ground sheet.   Do Not:   * Blindly put hands in dark places (like rucksacks)… * Put hands into burrows or holes or poke sticks * Put hands onto branches or ledges without checking * Swim in matted river vegetation * Straddle logs – step up and over instead * Disturb, corner or provoke snakes * Move if you do corner a biting snake by mistake. Stay still until it has gone. They only strike at moving objects.   SNAKE BITES:   * In the event of a snake bite apply a pressure immobilization bandage and keep the person calm and as still as possible until medical help arrives. Avoid washing the bite area because any venom left on the skin can help identify the snake. DO NOT apply a tourniquet, cut the wound or attempt to suck the venom out.     Follow these steps to apply a pressure immobilisation bandage:   * First put a pressure bandage over the bite itself. It should be tight and you should not be able to easily slide a finger between the bandage and the skin. * Then use a heavy crepe or elasticised roller bandage to immobilize the whole limb. Start just above the fingers or toes of the bitten limb, and move upwards on the limb as far as the body. Splint the limb including joints on either side of the bite. * Keep the person and the limb completely at rest. If possible, mark the site of the bite on the bandage with a pen.   Different types of snake bites  Dry bites  A dry bite is when the snake strikes but no venom is released. Dry bites will be painful and may cause swelling and redness around the area of the snake bite.  Because you can’t tell if a snake’s bite is a dry bite always assume that you have been injected with venom, and manage the bite as a medical emergency. Once medically assessed, there is usually no need for further treatment, such as with antivenoms.  Venomous bites are when the snake bites and release venom (poison) into a wound. Snake venom contains poisons which are designed to stun, numb, or kill other animals.  Symptoms of a venomous bite include:   * severe pain around the bite, this might come on later swelling, bruising or bleeding from the bite * bite marks on the skin (these might be obvious puncture wounds or almost invisible small scratches) * swollen and tender glands in the armpit or groin of the limb that has been bitten * tingling, stinging, burning or abnormal feelings of the skin * feeling anxious * nausea (feeling sick) or vomiting (being sick) * dizziness * blurred vision * headache * breathing difficulties * problems swallowing * stomach pain * irregular heartbeat * muscle weakness * confusion * blood oozing from the site or gums * collapse * paralysis, coma or death (in the most severe cases).   Anaphylactic shock  Snake bites can be painful. Occasionally some people have a severe allergic reaction to being bitten. In cases of severe allergic reaction, the whole body can react within minutes to the bite which can lead to anaphylactic shock. Anaphylactic shock is very serious and can be fatal.  Symptoms of anaphylactic shock may include:  swelling of the mouth, throat or tongue  difficulty swallowing  difficulty breathing or shortness of breath or wheezing  difficulty talking  a rash that may appear anywhere on the body  itching – usually around your eyes, ears, lips, throat or roof of the mouth  flushing (feeling hot and red)  stomach cramps, feeling or being sick  feeling weak  collapsing or falling unconscious.  Snake identification  Identification of venomous snakes can be made from venom present on clothing or the skin using a so called 'venom detection' kit. For this reason do not wash or suck the bite or discard clothing.  It's not recommended to kill the snake for purposes of identification, because medical services do not rely on visual identification of the snake species. |
| **Crocodilians** |  | Basic safety advice  Keep a look out for crocodilians – it goes without saying that if you see a crocodilian, you should act appropriately by staying out of its way and away from the water.  Only swim in designated areas – if you are in crocodilian habitat, you are increasing the risk of being attacked by swimming in any body of water, river, stream or (in the case of saline-tolerant species) around the coast. Some areas are carefully managed to keep crocodilians out, and these are usually marked as such. If you are uncertain whether it's safe to swim, either check first or assume that it's not safe.  Observe warning signs - these signs are there for a reason, they warn of the very real risks in and around the water, and anywhere with signs typically means that the risk is greatest in those areas.  Lack of warning signs does not indicate safe swimming - safety programs only have limited funds, and it is not possible (nor desirable) to put safety or warning signs everywhere there is water that may be occupied by crocodilians. Treat any body of water in crocodilian habitat as potentially hazardous.  Contact local authorities for information - local government departments responsible for education and safety wish to avoid crocodilian attacks at all costs and are usually happy to provide safety information if you are unsure whether your planned activities may be risky.  Do not walk at the water's edge - the closer you get to the water's edge, the greater the risk of being attacked. Where possible try to remain at least 5 m (16 ft) from the water's edge, to give yourself enough time to react and move to safety in the unlikely event that you disturb a crocodilian.  Do not wade in shallow water - wading at the water's edge is extremely dangerous in crocodilian habitat and should be avoided. In some areas (e.g. protected areas in Queensland, Australia) it is illegal to do so without good reason.  Avoid predictable activities at the water's edge - crocodilians hunt effectively by learning routines and patterns in their prey, and they learn quickly. If you undertake potentially dangerous activities on the water's edge or in the water in the same place every day, you greatly increase the chances of attracting the attention of a crocodilian who may be waiting for you the next time.  Avoid areas of crocodilian activity - look out for slide marks, drag marks, flattened vegetation, and other obvious signs that a crocodilian may regularly use a particular area, because there's a good chance that the individual responsible is never far away.  Take care when launching or retrieving boats - although most crocodilians will avoid active boat ramps, some individuals may lurk or investigate activities associated with launching and retrieving boats, especially if the boat has been used for fishing. Avoid standing in the water when moving a boat on or off a trailer and keep a careful watch for signs of crocodilians.  Do not lean over the water from boats, overhanging banks or trees - leaning over the side of a boat that's close to the water is dangerous when crocodilians are around, they can strike rapidly at such low targets. Some species are known to launch up to their entire body length out of the water in an attempt to catch prey.  Do not camp too close to the water's edge - generally it's advised to camp at least 50 m away from the water's edge, preferably up a steep bank (2 m high) where the likelihood of a crocodile wandering at night is reduced.  Additional safety considerations  Do not make assumptions based on common names - terms such as "saltwater" and "freshwater" are common when applied to different crocodilian species, and indeed the names "crocodile", "alligator" and "caiman" are often used interchangeably in different countries, so it can be dangerous to read too much into a common name. Most "saltwater" crocodiles for example are quite happy to live in freshwater areas.  Crocodilians are most active by night but can also hunt by day - although all crocodilian species are primarily nocturnal (i.e. active at night) that does not mean that they will be asleep during the day. In fact, all species can be active by day or night, sleeping only briefly and waking easily with minor disturbance. However, greater vigilance is necessary at night particularly during the warmer months of the year when activity levels are highest.  Never feed wild crocodilians - if you feed a crocodilian in the wild, it will quickly associate the presence of humans with food handouts. Far from being "friendly" or "tame", this increases the risk of someone being attacked whether deliberately or not.  Do not leave food scraps around when camping - food will attract predators and scavengers, including crocodilians.  Do not try to tease, capture or interfere with crocodilians - in many areas it is illegal to interact with a wild crocodilian, typically because doing so carries a very high risk of being bitten or receiving a serious injury.  Do not approach wild crocodilians too closely - the closer you are to a wild crocodilian, the greater the risk of being attacked. In some areas it is illegal to approach within a certain distance due to the higher risk involved.  Be wary during the breeding and nesting season - adult crocodilians of both sexes become more active and aggressive during the breeding season, so there is more reason than usual to stay away from them.  Never approach a wild crocodilian nest - adult females can aggressively defend their nest if you get too close (within 10 m) and there is a much greater risk of being attacked. Defensive females will often pursue potential threats more aggressively than normal.  Never interfere with baby crocodilians - juvenile crocodilians readily produce distress calls if they are disturbed, and nearby adult crocodilians will typically respond very aggressively to any potential threat.  Breeding of saltwater crocodiles tends to take place in freshwater areas between the months of November and March so we are just out of season. |
| **Leeches** |  | * Leeches – which before feeding can be tiny – lie in wait on vegetation, in damp areas, rivers, lake, swimming pools, etc and quickly attach to clothing as you brush by, then on to the lower legs and ankles. They are skilled at insinuating their mouth parts through the weave of socks, and wriggling into trainers or even tough hiking boots. * They have a particular propensity for buttocks and private parts – so caution is needed when answering the call of nature. Leech bites are almost painless, and accompanied by secretion of an anticoagulant, so the first clue to their presence may be an expanding red stain in your socks or clothing, or the squelch of blood in your boots. Although they are usually just a nuisance, and don’t spread disease, you will want to avoid them. * Leech socks are made from tightly woven fabric and form an impervious barrier to bites. Alternatively, you can make your own by spraying plenty of DEET (mosquito repellent) on to ordinary hiking socks. If you do find a leech attached to you, don’t pull it off, as the mouth parts can remain under your skin and leave a slowly healing granuloma, or lump. You can encourage the leech to detach on its own by heating it with a lighted cigarette; just as effectively, you can apply some DEET, alcohol or table salt. Apply antiseptic to the skin until it has healed.   Leech repellents   * Another method of taking precaution to save yourself from a leech bite is that make sure that you have applied insect repellents on yourself. You can spray the insect repellent on your clothes and skin and apply it again whenever you feel that the effect of the repellents has gone with the winds. You can also use tobacco as a repellent because leeches have a tendency to stay away from the smell of tobacco. You can insert some tobacco in your socks to keep these leeches away from you. You can also apply soap and detergent on your clothes and hands because this also acts as a leech repellant.   Removing Leeches and Treating Their Bites:  Locating the sucker   * The head of the leech is actually the sucker by which the leech attaches itself to your body for its sucking the blood task. So firstly you need to find out the sucker of the leech and even if there is one leech sticking on to you, do check for other leeches because there may be a probability that another leech may be clinging to you and you may be completely unaware. Leeches secrete an anesthetic during a leech bite, and thus a person does not come to know about the leech bite. So check properly that there are no other leeches sticking to you.   Using the fingernail   * You can use your fingernail to remove the leech that is sticking to you. You need to locate the sucker and then use your fingernail to remove the sucker from beneath. As soon as you do this, the leech will be disturbed from its task and will try to reattach to your skin but as soon as you feel that the leech has let out its body loose, flick off the leech and get rid of them as quickly as possible. Make sure that you are not yanking the leech otherwise the sucker may be left behind. Even other things like credit card, keys, knife and other sharp things can also be used for leech removal.   Treating the wound   * During a leech bite, an anticoagulant is injected inside the body by the leech which prevents the blood from forming a clot. When the leech is removed, there are chances that the affected area may bleed continuously as clots are not formed. So do not panic in such a case and instead focus on treating the wound to avoid any further Infection and cure the wound by applying a bandage at first. An open wound has more chances to catch infection so make sure that you bandage regularly until the wound heals and is covered at all times. You can also get an itching sensation during the process of healing of the wound but do not panic and stay calm.   Fill and drop   * Leeches drop down and detach from the host’s body as soon as they are filled and fall on their own after an approximate of twenty minutes. So you can wait till this happens on its own so that the sucker part is not left inside when you try to pull the leech by yourself. From ancient times leeches have been used for treatment by the bloodletting process thus it is not something to be afraid of when you get a leech bite. So if you manage to gather courage for yourself, then you can wait till the leech drops by its own.   Find out the depth   * Many times it happens that the leech burrows themselves in your body at greater depths especially when you are swimming in places where there is leech population nearby. In such a case it is quite probable that the leech may sting at places such as your ears, mouth, etc. So in such a case, you need to take help of somebody who can help you out to identify the sucker part of the leech and then remove the leech by the fingernail method. If you are not able to find out, then try to stay calm and wait till the leech drops by itself. If the leech happens to be in your mouth, then you can use alcohol for rinsing your mouth which will in turn help in detaching the leech from your mouth. Once you clean your mouth with alcohol, you need to spit it off and check if the leech has come out or not. If the leech has not yet left its place, then you need to gargle again and again till it leaves its grip and comes out. If alcohol is not available at that moment, then you can also use hydrogen peroxide in its place. Also, seek medical attention if this happens to be your case.   Leech puncture   * If you happen to be in a place where you cannot seek medical attention nearby, then the next thing that you should do is to puncture the leech as soon as possible. If the leech happens to attach itself to your nostrils, then it may cause you breathing problems, so make sure that you puncture the leech and kill it at once. Once the leech is dead, remove its body and wash the affected area.   Medical attention a must if the situation is worse  There may be a scenario where you cannot remove the leech on your own and treating it by yourself may result in further infections. So in such case don’t be your own doctor and let the real doctors do their task. Doctors are well fledged with instruments and equipment that help in removing the leech which may not hurt you and prevent you from any further infections of a leech bite. Even if you sight some signs of leech allergy such as dizziness, rashes, swelling, a problem in breathing then seek for medical assistance as soon as possible and take an antihistamine. |
| **Stinging insects – wasps, bees, hornets and ants.** |  | Stinging insects have a sting (or stinger) at the posterior end of their abdomen. This group of insects includes honey bees, bumble bees, wasps, hornets, yellow jackets, and ants.  Where will you find these insects?  While each species may have a favourite type of nesting spot, in general, nesting places can be anywhere and include:   * Inside hollow trees, or in walls, attic, etc. (the entrance is usually a very small hole). * Nests that hang from branches or overhangs such as eaves of a building. * In shrubs, bushes, hedges, or on tree limbs. In rubber tires, crates, boxes, abandoned vehicles, etc. * Under shrubs, logs, piles of rocks and other protected sites. * Inside rodent burrows or other holes in the ground.   What are the health hazards?  Most people experience local effects like pain, swelling, itching, and redness around the sting site. Painful stings in the mouth and throat can result if you accidentally swallowed a wasp or bee (e.g., drinking a soft drink from a can that a wasp had entered).  Some people will experience swelling in a larger area, not just immediately around the sting site. They may develop hives but no systemic effects (effects in the body away from sting site like effects on breathing and blood flow). This is a mild allergic reaction and can last a few days. The area will be sore and uncomfortable but one should not give in to the temptation to scratch the stung area. Scratching may cause a break in the skin which could lead to an infection.  In rare cases, a severe allergic reaction can occur. This situation is serious and can cause "anaphylaxis" or anaphylactic shock. Symptoms of anaphylaxis can appear immediately (within minutes) or up to 30 minutes later.  Symptoms to watch for include:   * Hives, itching and swelling in areas other than the sting site. Swollen eyes and eyelids. * Wheezing. * Tightness in the chest and difficulty breathing. * Hoarse voice or swelling of the tongue. * Dizziness or sharp drop in blood pressure. * Shock. * Unconsciousness or cardiac arrest. * Although most deaths result from severe allergic reactions, some are caused by direct toxicity of the insect venom. Of those who die from a severe allergic reaction to a sting, half die within 30 minutes, and three-quarters within 45 minutes. * This reaction can occur the first time you are stung or with subsequent stings. Watch for signs of this reaction. * If you see any signs of reaction, or even if you are not sure, call or have a co-worker call emergency medical services (e.g., 911) right away. Also, get medical help if the sting is near the eyes, nose or throat. * Stay with the person who has been stung to monitor their reaction. * If you have experienced a severe allergic reaction to an insect sting in the past, you will likely experience a similar or worse reaction if stung again. Doctors will prescribe a bee sting kit (self-injectable syringe containing epinephrine) to allergic people so they can carry the medication with them at all times. For people who are hypersensitive to stings, wearing a medical alert bracelet will enable first aiders to respond promptly and appropriately to a sting victim who is unconscious. * People who have been stung multiple times (such as when fleeing from a swarm or nest) can sometimes suffer serious health effects. While rare, death may occur. If you have been stung many, many times at once, talk to your doctor. You may need to have your health monitored over the next few days or week. * Employers should be notified if a worker, especially one who works outdoors, has allergies to insect stings. Co-workers should be trained in emergency first aid, be aware of the signs of a severe reaction, and know how to use the bee sting kit (self-injectable epinephrine). * Always carry a cellular phone in case you need emergency medical help.   What precautions can you take?   * The best way to prevent stings is to avoid the insects. Leave the area, if possible. If there is a travelling swarm, they will likely leave within a few days. * Note that insect repellent ("bug spray") does not affect these stinging insects. Avoidance and awareness are the keys to not being stung.   Before working at a site:   * Take a look around. Check to see if there are any visible signs of activity or a hive or nest. If you see a number of insects flying around, check to see if they are entering/exiting from the same hole or place. If so, it is likely a nest or a source of food. * Wear long sleeve shirts, long pants, and closed-toed boots or shoes. If you cannot avoid working near bees or wasps, wear a bee-keepers style hat with netting to cover your head, neck and shoulders. Tape your pant legs to your boots/socks, and your sleeves to your gloves. You may also wish to wear an extra layer of clothing since wasp stings are long enough to reach through one layer of clothing. * Power tools such as lawnmowers, weed eaters and chainsaws will aggravate the insects. When using these tools, be aware that the tools may provoke the insects or in some cases, cause the insects to swarm.   If you find you are working near stinging insects, here are some tips.   * Most bees and wasps will not sting unless they are startled or attacked. Do not swat at them or make fast movements. The best option is to let the insects fly away on their own. If you must, walk away slowly, or gently "blow" them away. The only exception is if you have disturbed a nest and hear "wild" buzzing. Protect your face with your hands and run from the area immediately. * Wear light coloured clothes such as khakis, beige, or blue. Avoid brightly coloured, patterned, or black clothing. * Tie back long hair to avoid bees or wasps from getting entangled in your hair. * Be careful when shaking out clothing or towels as the insects could be inside the folds. * If you find a bee or wasp in your car, stop and leave the windows open. You may also take a thick cloth and cover the insect before it gets frightened. Carefully, let the insect back outside through an open window.   What not to do:   * Do not wear perfumes, colognes, scented soaps, or powders as they contain fragrances that are attractive. * Do not go barefoot or wear sandals, especially in areas where there is clover or other flowering plants that attract bees.   What should you do if you are stung?   * Wasps and hornets do not leave their sting in you, and so they can sting repeatedly. Honey bees can sting only once and will leave the sting (and venom sac plus some other parts) stuck in the skin at the sting site. * The sting, if present, should be removed right away since the venom can still be injected for up to a minute after the bee detaches from its sting. * Try removing the sting by scraping sideways with your fingernail, a credit card or other stiff card. Try not to squeeze the bee venom sac as that action will release more venom. However, you might have to use tweezers if the venom sac breaks off leaving the sting in the skin. * All stings hurt. A normal (or "localized") reaction to the venom from a sting is redness of the skin, swelling, severe itching (pruritis), and a burning or stabbing pain. The longer the sting is in the skin, the more will be the effect of the venom being injected. An application of ice (wrapped in a towel to prevent freezing the skin), anti-itch cream and/or an antihistamine pill can help reduce the effects of the sting. |
| **Chiggers** |  | * Chiggers mites that are found often in grassy areas. They crawl up people’s legs and then burrow under the skin to get at your blood. Their favourite areas are around the sock zone or around the belt zone around the waist. * The results are a series of very itchy, mosquito like bumps that can last for several days. People sometimes scratch them raw. Try not to do this. * Treat the area with alcohol and anti-histamine. To try and prevent chiggers, wear boots, and your socks tucked into your trousers. Take a shower when you get back from a walk. * Taking a shower is also a good time to check for ticks. There is a range of size of ticks, which like to attach themselves in the groin area, armpits, and are not unusually found around the neck. * First aid course recommends Tiger Balm for removing ticks. Smother them and they have to release grip to breathe. Works better than Vaseline. * Treat the area with some antiseptic once tick has been removed and killed. * In general: be cautious and aware of your body and seek medical attention when needed. |
| Removing ticks |  | * In the event of any ticks being found on your body, the medic should be seen immediately. * Use fine tipped tweezers, or a tick-removal tool. * Grasp the tick by the head as close to the skin as possible. * Pull firmly and steadily, without twisting, as this could increase the risk of infection by prompting the tick to regurgitate saliva into the bite wound. * Antiseptic should be applied to the wound once removed. * If you feel unwell, have flu like symptoms and/or get a rash, see your doctor immediately and inform that it may be due to a tick bite. |
| Rats | Cast, crew | * The rats will be provided by a reputable animal wrangler * All rats provided by animal wrangler are used to performing and are trained as such. * Rats will be managed by a competent and qualified animal Handle * All cast and crew will be advised and briefed on how to behave with and around the rats to minimise any cause for distress * All cast and crew will be happy to work with the rats supplied, and have no fear, phobia, dislike or medical issue that may affect their performance or work duties required for working with the rats supplied * All cast and crew will have confirmed current tetanus inoculation in the unlikely event of being severely licked or receiving a bite or scratch from a rats * Any excessive licking, or any scratches or bites received, consultation should be sought with the Medic * Production will ensure that all rats have adequate acclimatisation and rehearsal time to become familiar and used to their surroundings and the activities of production * Production will ensure that all takes will be kept to a minimum and in-between takes, the rats will be allowed out of Holding an adequate ‘outside’ time given * Animal handler will ensure that all rats needs in relation to a suitable environment, diet, ability to exhibit normal behaviour patterns, housing requirements and protection from pain, suffering, injury and disease will be provided * Animal handler will ensure that all reasonable steps are taken to meet those needs whilst the rats used for filming are at the location, including transportation to and from the venue and whilst kept at the venue for the purposes of filming * The animal handler will ensure all the rats needs are met * The animal handler will ensure the rats are appropriately toileted and any waste is removed from site safely and disposed of responsibly * ***Please refer to Animal Wrangler RA for further details*** |
| **Sports** | | |
| **Playing football including tackles/ dives etc.**   * Aggravating pre-existing injuries * Sprains and twists * Broken ankles * Grass burns * Head impact injuries * Heat exhaustion * Being struck by a ball * Falls of prop goals | **Cast, crew** | * Cast members and physically fit and able for the action. Cast members are members of a football academy. * Children will be briefed on all action. * Adequate time will be factored for warm ups/warm downs as deemed necessary * Cast will wear suitable footwear, shin pads etc, and gloves when working in goal. * Football scenes will be carefully choreographed and camera angles cheated and edits made to achieve the desired effect. Padding and crash mats will be used as necessary. * Routes for action will be checked for obstructions. * Adequate time will be factored in for rehearsal. * Safe camera and crew positions, with use made of spotters/Perspex where necessary. * Suitable shade will be in place for the children to prevent over exposure to the sun. Please refer to weather below. * When filming is not taking place, children will be briefed not to play around. * All briefed when prop goals are used. No goals will be swung from. * Medic in attendance. * Production to ensure all footwear worn by those playing football is suitable for the different types of playing surfaces. All football boots must be in good condition.   Production to check suitability of pitch before playing football.  Children to be briefed about the slope and unevenness of the location in advance. |
| **Filming at a stadium whilst sports taking place** | **Cast and Crew** | * All Cast and Crew should be chaperoned by the security officials at all times during the filming. * Equipment on pitch side would be kept to minimal with everything else in the holding areas. * All the action will be fully rehearsed so the filming time will be efficiently used during the game. * Agree all filming/recording positions with the event organisers well ahead of the event, including any tracking or boom-operated activities - where needed for safety, place these behind competitor's sight-lines and out of obvious harm’s way. * For crew, take up positions in designated safe areas, for example, at least 2 metres from edge of play * Comply with any track or pitch-side zone restrictions and instructions from marshals / stewards on the day * Do not place or leave equipment which could cause an obstruction or trip hazard pitch-side, or in any surrounding areas where cast/crew may inadvertently come into contact with them. * Do not obstruct emergency vehicle routes * Should the production feel the cast are in danger they will all leave the area immediately to the pre-agreed meeting point. |
| **Bowling**   * Slips / trips / falls * Slippery surfaces * Heavy bowling balls * Injury from bowling ball * Injury from moving ball * Contact with moving parts of machinery * Trapped fingers | Cast and Crew | * Cast to follow all safety guidance provided by venue staff and adhere to bowling rules set out at venue. * Celeb to wear suitable clothing for activity and wear shoes provided by venue for bowling, as these will minimise the risk of slips / trips / falls and to minimise injury to feet / toes. * Cast are not permitted to walk down the bowling lane due to risk of slips / trips / falls. Balls to bowled from behind the foul line due to oil on the lane. * All spillages to be reported to bowling alley staff and cleaned up immediately. * If a ball gets stuck, cast to call for assistance from staff. Cast not to cross the foul line to collect bowling balls. * Cast to ensure the correct weight of bowling ball is selected. Bowling balls should be handled correctly and you should have a firm grip on the ball and be careful when transporting this from the rack to the lane. * Cast will take extra care when lifting the bowling balls from ball return mechanism, as there is a risk of getting fingers caught. * All drinks to be placed on appropriate shelving / tables and not to be drunk in close proximity to bowling lane. * Cast will act responsibly when under the influence of alcohol and lifting bowling balls. |
| **Table Tennis**   * Slips / trips / falls from equipment * Slippery surfaces * Injury from moving ball / bat * Collision during the game with other players * Potential to be hit by moving ball | Cast  Production  Crew | * All equipment for the activity will be set up by the venue – the venue will check that the equipment is in safe working order prior to filming. * Cast will use equipment provided by the venue. Venue to check equipment for faults prior to filming commences. * Venue to ensure wheels are locked on tables selected for use. * filming area to be assessed before filming commences to ensure it is suitable for the activity. * Any hazards present to be communicated to all involved and all on location. * Cast will be briefed prior to playing table tennis and will adhere to any safety rules set out by venue. * Cast will be briefed on how to play safely. * All cast to act responsibly and act in a sensible manner when taking part in the activity and play safely. * Camera team to position themselves a safe distance away from the action and should not be in the direct fire line of table tennis balls. * Camera + lighting kit bags to be stored away from the filming area, not to cause any obstructions to anyone in the vicinity of filming. * Filming area to be free of any obstructions and hazards to ensure a safe working environment for the activity to take place. * All spillages to be wiped up immediately to minimise the risk of slips / trips / falls. * All spillages / breakages to be reported to venue staff. * All cast to wear suitable footwear whilst taking part in table tennis – flat comfortable shoes are advised. * Table tennis balls are not to be thrown / kicked towards anyone and all cast will act in a safe manner during this activity. * Cast to have a firm grip on table tennis bat at all times * A suitable first aid kit will be available at the location. A basic first aid kit will also be available with the production team. |
| **Trains and platforms** | | |
| **Filming in a train** |  | * All necessary permissions need to be sought from the train/transport personnel with regards to filming on the train. * It is advised to hire out the whole cabin. * Cameras shall not protrude out of any windows present in the train. * Filming is not to take place whilst the train is speeding up or slowing down. * Back watchers should be used where necessary. * Cameras/equipment shall be securely attached to the operator whilst filming near open windows. * Minimal kit will be used. * All kit bags etc. will be kept out of walkways and will be stored safely, in overhead shelves where possible, but not at the risk of falling onto other passengers passing through the carriage below. |
| **Filming within train station, near platform edges**   * Filming on platforms * Train moving along platform * Overhead lines | **Cast, Crew, Public (when in public areas)** | * All crew to receive safety briefing from station management before works begin. * All crew to make themselves aware of nearest fire exits and the emergency arrangements within the station. * Cast and crew will be filming on platforms. * Filming areas on the platform will be closed off to members of the public. * All equipment will be supervised at all times and any cables which go into areas accessible to members of the public will be flown, taped or ramped. * Crew to stay behind the yellow line along the platform. * All crew to be wearing robust, flat footwear when working in the station. * All train movements to be briefed to crew in advance (these trains are not public trains). * All train movements are controlled by station staff and engineers in conjunction with production. * No one to touch the train when it is moving. * Audible announcement to be made when train is to begin moving. Crew to be positioned behind the yellow line when the train is moving. * No one to enter the train track under any circumstances. * Production to be aware that other contractors are working within the station during the filming days. Filming locations are to be kept separate from these works. * A member of National Rail and/or station management will be present on locations during filming. * **Refer to marshalling plan for full details.** * Crew are to ensure they and all equipment remains a minimum of 9ft from all overhead power lines. * No working at height must take place near overhead lines. * Boom operator to take care when working on the platforms to ensure the 9ft distances is adhered to. * No ladders, access towers or similar are to be positioned directly on the edge of platforms. * Any magliners or similar have been approved by station management. * Brakes are to be applied at all times when stationary. * All magliners or similar are to be manned at all times and kept in secure locations away from the platform edges, which have been agreed in advance with station management. * Magliners must not be overloaded under any circumstances. |
| **Filming at busy train station**   * Public access | **Cast, Crew, Public (when in public areas)** | * Filming will be taking place whilst the station is open to the public. * All filming positions have been agreed with station management and Network Rail. * When filming on platforms, these areas will be closed to the public. * All equipment to be supervised at all times and not left outside of filming areas. * Lighting and camera stands to be secured/weighted where needed to prevent toppling over. * Back watchers to be used for camera operators when filming in the main concourse of the station. |
| **Filming on train tracks**   * Uneven surfaces * Filming on tracks | **Cast, Crew, Public (when in public areas)** | * The station is managed by ??? * A member of staff from the railway management will be present on location during filming. * Crew are filming on tracks which are private and do not have any trains using them. * Production have all the necessary positions to film on the track and positions have been agreed with track management. * Crew are to wear high visibility jackets when they are working on the train track. * All cast and crew are to wear suitable, robust footwear. * Crew not to run or rush when working on the track and to watch their step at all times. * Crew and cast will only be on the tracks when it is confirmed as being safe to do so by track management and when no train movements are taking place. * Suitable lighting to be provided along the track and torches to be provided where needed when working on the tracks when it is beginning to get dark. * A deck is to be placed by the side of the track where equipment and crew can stand. * Crew to ensure they avoid touching their face or mouth until they wash their hands with antibacterial hand wash and especially before eating and drinking. No eating is to take place when working on the train tracks. * All equipment placed on the ground is to be cleaned after use. |
| **Set Builds** | | |
| **Glass on set**   * Cuts | **Cast, Crew, Public (when in public areas)** | * Use fake glass/plastic where possible * Use toughened or laminated instead of plate. * Only specified people to handle glass. * Have a spill kit and appropriate method of disposal in case of broken glass. * Production to stop in cases of broken glass until it has been fully cleaned up. * Crew to be informed where glass in being used as part of the set. * Crew to avoid leaning any equipment on glass panels. |
| **Set Build**   * Collapse of structure * Fall from height * Increased fire loading | **Cast, Crew, Public (when in public areas)** | * All sets have been designed by competent designer and constructed by competent team (**see construction risk assessments for further details**). * Sets has have been designed and constructed to withstand the weight of equipment, cast and crew. * Safe working loads will be adhered to at all times. * Any elements of the set which will have a load applied during their use or fulfil a load bearing function, have been constructed and built by a qualified person who has checked and signed off safe for use before handing over to the production. Regular checks will be carried out during the lifetime of the sets to ensure their stability. * Scenery will be safely secured by use of weights, ties etc. where necessary. * The high levels have sufficient edge protection. * Crew advised not to lean directly on the edge protection. * Any equipment being hung over the edge must be secured to person or adequately bonded and with a secondary tether. * All cast and crew will be provided time to familiarise themselves with all sets in the stage. * Set construction has been signed off by competent persons. * Maximum load bearings will be adhered to at all times. * All safe working loads for all sets within the stage have been highlighted to all departments. * If expected load is greater, works are not to commence until further supports have been put in place and signed off by a competent person who can confirm it is safe to proceed with intended load. |
| **Use of Temporary Demountable structures**   * Fall from height * Risk of collapse and overturn | **Cast, Crew, Public (when in public areas)** | * Have arrangements in place to inspect the structure for deterioration during the time it is installed in line with a documented management plan and, if needed, arrange for remedial works. * Any change in the proposed use of the structure or site conditions which may affect the structure’s suitability should trigger a design check for the new conditions. An example of this may be the requirement to add additional banners to a structure such as a PA tower. The organiser is responsible for ensuring this is done. * Have arrangements in place to ensure that any measures required to keep the structure safe during use are implemented. For example, if the structure is susceptible to the weather, monitor and measure the local weather conditions. In adverse weather conditions, know what to do with the structure to protect its stability, eg when to open wind relief panels and when to evacuate. * Do not take forward incomplete design concepts, as this could result in last-minute modifications, leading to safety problems. * Do not build a structure on unstable ground. * Do not put advertising / scrim on a structure if a competent person has not approved it as being safe – it can affect wind loading and increase the risk of collapse / overturn. * Do not use flammable fabrics. |
| **CoSHH – Control of Substances Hazardous to Health**   * Contact with harmful substances | **Cast, crew** | * CoSHH assessments to be carried out and kept on file by each department as and when necessary. * Suitable PPE to be worn as determined by product data sheets and CoSHH assessments. * All flammable chemicals must be stored in appropriate lockable cupboards. * In the event of spillages, area must be cleared and made safe for immediate clean up. * Chemicals must be appropriately disposed of. * Suitable fire extinguishers are present on location. |
| **Filming on raised stage**   * Collapse of stage * Fall from height | **Cast, crew** | * Stage is to be built by competent rigger. * **Refer to rigger RA for further details.** * Stage is built by taking into account weights of all cast members and equipment that is to be put upon it. * Safe working loads are to be clear to all crew and adhered to at all times. * Edge of stage to be highlighted where possible by having a change of colour to the rest of the stage. * Cast members are to be provided sufficient time to familiarise themselves with the stage, including its size and edges. * Any equipment on the stage is to be kept safe distances from its edge and secured. |
| **Door falling down**   * Manual Handling Issues * Being struck by the door |  | * The scene should be adequately rehearsed * Rigging of the door should be carried out by a competent designer. * Measures should be taken to ensure that the door falls the correct way * An exclusion zone should be made so that no cast or crew are anywhere near the trajectory of the falling door. |
| **Water** | | |
| **Working Poolside**   * Drowning * Electrocution * Slips | **Cast, Crew** | * All electrical equipment used near water must be suitable for wet conditions. Use the correct IP classed equipment for the environment e.g. IPX8 for Zone A (inside the pool), Zone B (within 2.5 metres of the water’s edge)- IPX4, so that protection is provided against splashing water. Distances applicable to be both vertical and horizontal. * Waterproof housing to be used where necessary. * Crew will stay a minimum of 6ft from unprotected edges of water where possible. * If closer to the water for setting up shots or for filming, a spotter is to be used. * Ensure that RCDs are used on all equipment within the location. * Cables must be securely positioned away from the edge of the water. * Crew to keep safe distances from the edge of the water at all times. * All persons around the pool to be assessed to ensure they can all swim. * No running to take place anywhere around the pool. * Suitable footwear to be worn by all working poolside. * Equipment to be secured and weighted where necessary to prevent it toppling over. * Anti-bacterial wipes/hand wash available at location. * All cuts/broken skin to be covered with water proof plasters * Welfare facilities will be provided nearby where everyone can get warm and dry if there are any accidental falls into the water. * Any spillages of water on the poolside is to be cleared as soon as practicable. * Puddles of water are to be cleared immediately and avoided. * Children near the water are to be supervised at all times. * Children not to enter water. * All children are competent swimmers. * Refer to children section for further controls for working with children. |
| **Working on or near a swimming pool**   * Drowning * Head injuries | **Cast and Crew** | * The use/availability of life guards shall be communicated beforehand. * A dynamic risk assessment shall be carried to check that there are lifesaving equipment at the ready. * Those entering the water know how to swim and this has been checked beforehand. * Cast may enter the swimming pool only with prior consent from production. * Cast must wear appropriate clothing. * Crew should stay an appropriate distance away from the water’s edge when filming taking into account conditions, environment and filming requirements. * Crew shall wear suitable footwear with a good amount of grip. * Production will monitor safe use of the pool from the gallery, and will intervene should any cast appear to be in distress. * Use will be made of back watchers when filming around the pool. * Pool rules will be included in the briefing e.g. no running, no diving. * The time spent in the water shall be kept to a minimum. * A towel and warm clothing shall be made available once the cast has exited the water. |
| **Filming on the beach**   * Stings and bites * Head injuries * Drowning | **Cast and Crew** | * Filming on the beach will be limited to beach only. * Where filming in the sea does take place crew will be limited to filming in knee depth only where water is clear enough to see the floor. * Swimming flags to be adhered to at all times e.g. yellow warning of rough seas and weaker swimmers to avoid swimming, and red flags e.g. danger/out of bounds. * Waters to not be entered where signage indicates that there are jelly fish. Swimmers to remain aware and vigilant of the risk, avoid solo swimming, with consideration given to rash guards and swimming shoes. Entering the water with open wounds is to be avoided. Paramedic will be onsite for all water activities. * Where activities involve filming on or near water an assessment will be made on an individual basis e.g. as to whether wearing of life jackets is required, required exclusion zone. |
| **Filming on canal path**   * Filming near water * Public access issue * Weil’s disease * Hygiene issues | **Cast, Crew, Public (when in public areas)** | * Crew will stay a minimum of 6ft from unprotected edges of canal where possible. * If closer to the water for setting up shots or for filming, a spotter is to be used. * All crew to wear suitable footwear and clothing. * All crew can swim. * All crew have up to date vaccinations. * Crew to be briefed on symptoms of Weil’s disease. * Fire extinguishers and first aid kit available on location. * All electrical equipment is suitable for filming on/near water and suitable protection to be used where needed. * All electrical equipment inspected and suitable for use.   **If anyone has any of the following symptoms, speak to your GP immediately and advise them that you have been working near a river.**  **The symptoms of leptospirosis usually develop suddenly around 7 to 14 days after exposure to the leptospira bacteria.**  However, it is possible for symptoms to develop from between 2 and 30 days after exposure.  About 90% of leptospirosis infections only cause mild symptoms, including:   * a high temperature (fever) that is usually between 38C and 40C (100.4-104-F) * chills * sudden headaches * nausea and vomiting * loss of appetite * muscle pain, particularly affecting the muscles in the calves and lower back * conjunctivitis (irritation and redness of the eyes) * cough * a short-lived rash   These symptoms usually resolve within five to seven days. However, in about 10% of cases people go on to experience more serious symptoms.    Severe leptospirosis  Severe leptospirosis infections are sometimes called Weil's disease. The symptoms of a severe infection usually develop one to three days after the milder symptoms have passed.  If the condition progresses to a severe infection, it may affect organs, including the brain, liver, kidneys, heart and lungs. This can lead to further symptoms, including:   * jaundice (yellowing of the skin and the whites of the eyes) * swollen ankles, feet or hands * chest pain * symptoms of meningitis or encephalitis, such as headaches, vomiting and seizures * shortness of breath * coughing up blood * [NHS Leptospirosis Advice](http://www.nhs.uk/Conditions/Leptospirosis/Pages/Symptoms.aspx) * Towpath is popular with the public, particularly cyclists during the morning and evening rush hours. * Signage to be present around all entrances to filming locations highlighting the fact filming is taking place. * Marshals to be positioned at each end of the canal to warn and attempt to stop cyclists and pedestrians to advise on alternative routes. * Cyclists and walkers to be allowed to walk through the area when filming is not taking place. * Suitable communication systems to be in place between the marshals and crew in the filming area to warn in advance if cyclists are coming towards them. * Any cables running across the road or paths will be ramped, flown or taped. * All equipment will be supervised at all times and kept safe distances from the water’s edge. |
| **Filming on a boat** |  | * Production company to obtain written assurance that the boat to be used during the shoot are in a safe and sea worthy condition and that all appropriate equipment is fully operational prior to the vessel leaving the dock. * Production Company to obtain written assurance that all moving boats/ vessels are piloted by a licensed Captain. * The company will give the crew and cast the safety instructions. * Production crew and cast to follow instructions of the supervising crew at all times. * When filming on board a moving vessel, camera unit will either be filming from a seated position or else held by a member of the crew, such as the AP or director, to ensure they do not fall or stumble. The boat will not move until both the camera unit and the crew member confirms they are ready. * Cameras to be kept in splash bags and crew have been warned that filming on a boat is part of the shoot. * Care must also be taken when embarking and disembarking the boat. * The crew member who cannot swim should not stand or come close to the edges of the boat. * Boat crew members should be made aware of the crew member who cannot swim. |
| **Filming on canal boat**   * Fall into water * Hygiene/Disease | **Cast, Crew, Public (when in public areas)** | * Production to ensure the canal boat has a valid Boat Safety Scheme certificate. * Canal boat to be checked to ensure it is in good condition and fit for purpose. * Only necessary crew are to work on the canal boat. * Access to canal boat to be via secure gangway with handrails. * Lifejackets to be present on-board. * Lifejackets must be worn by all crew if working on the roof of the canal boat * All equipment brought onto the canal boat must be secured and supervised at all times. * Good hygiene practices to be followed by all cast and crew. * Hands must be washed before eating and drinking. * All filming/lighting equipment is suitable for use near water.   **If anyone has any of the following symptoms, speak to your GP immediately and advise them that you have been working near a river.**  **The symptoms of leptospirosis usually develop suddenly around 7 to 14 days after exposure to the leptospira bacteria.**  However, it is possible for symptoms to develop from between 2 and 30 days after exposure.  About 90% of leptospirosis infections only cause mild symptoms, including:   * a high temperature (fever) that is usually between 38C and 40C (100.4-104-F) * chills * sudden headaches * nausea and vomiting * loss of appetite * muscle pain, particularly affecting the muscles in the calves and lower back * conjunctivitis (irritation and redness of the eyes) * cough * a short-lived rash   These symptoms usually resolve within five to seven days. However, in about 10% of cases people go on to experience more serious symptoms.  Severe leptospirosis infections are sometimes called Weil's disease. The symptoms of a severe infection usually develop one to three days after the milder symptoms have passed.  If the condition progresses to a severe infection, it may affect organs, including the brain, liver, kidneys, heart and lungs. This can lead to further symptoms, including:   * jaundice (yellowing of the skin and the whites of the eyes) * swollen ankles, feet or hands * chest pain * symptoms of meningitis or encephalitis, such as headaches, vomiting and seizures * shortness of breath * coughing up blood * [NHS Leptospirosis Advice](http://www.nhs.uk/Conditions/Leptospirosis/Pages/Symptoms.aspx) |
| **Small motor boats/jet boats**   * Water/ close to water * RISK of injury due to slips, trips and falls in wet environment/ risk of boat problems resulting in sinking ship and potential death. * RISK of drowning/ death |  | General   * Production Company to obtain written assurance that all boats and other vessels to be used are in a safe and sea worthy condition * All appropriate safety equipment is fully operational prior to the vessel leaving the dock. * Production Company to obtain written assurance that all moving boats/vessels are piloted by a licensed Captain. * The skipper will give a thorough safety briefing to everyone before they get on the boat, and will also advise on safety briefings in case of an emergency. * Production Crew and cast to follow instructions of the Captains of the boats/vessels and any other supervising crew at all times. * Measures should be taken to ensure each boat and/or vessel is carrying sufficient life safety equipment for all passengers on board. * Where necessary, life jackets should be worn. The appropriate size life jacket must be worn. The life jacket must be put on correctly and this should be checked by a competent member of staff. * Measures should be taken to ensure that there is a first aid kit on board each boat. * Care must also be taken when embarking and disembarking boats. * Sufficient ‘bad weather’ day alternative contingency plans have been made in case of bad weather. * Boats will not sail if the weather and sailing conditions are not optimal. * All crew/cast are confident being on boats and near water. * All crew/cast members have confirmed they can swim. * All phobias to be communicated with the AP and Director prior to departure. * Boat crew are responsible for keeping all deck areas as dry and free for excess water as possible. * Sensible, non-slip shoes to be warn at all times.   Filming   * Before filming on a moving vessel, the crew will travel on it to get a feel for how it behaves on the water, helping establish the safest position to film from. * When filming on board a moving vessel, camera unit will either be filming from a seated position or else held by a member of the crew to ensure they do not fall or stumble. * The boat will not move until both the camera unit and the crew member confirms they are ready. * Cameras to be kept in splash bags and crew have been warned that filming on a boat is part of the shoot. * Production crew and experts to take advice from the Captains on the safest way to get out of the boats onto the land should this ever happen. * All crew are fully aware of activities to be covered during filming.   Boat to boat filming   * When filming on boats, or boat to boat, a safe distance will be kept between them. This distance will be determined by the skippers, according to the weather and water conditions. * They will both be constantly dynamically assessing the situation and the safe distance will vary accordingly. * The boat crew will have multiple communication methods with them in case of an emergency. |
| **Use of boats/filming on boats**   * Water/ close to water * RISK of injury due to slips, trips and falls in wet environment/ risk of boat problems resulting in sinking ship and potential death. * RISK of drowning/ death | **Cast and Crew** | * Crew will be filming on a moving powerboat. * Cast and Crew will be transported to the powerboat via jet skis. * Production Company to obtain written assurance that all boats and other vessels to be used during the shoot are in a safe and sea worthy condition and that all appropriate equipment is fully operational prior to the vessel leaving the dock. * Production Company to obtain written assurance that all moving boats/ vessels are piloted by a licensed Captain. Production Crew to follow instructions of the Captains of the boats/vessels and any other supervising crew at all times. * Production Crew to wear marine safety equipment, such as but not limited to buoyancy aids, at all times while on the vessels or when otherwise directed to do so. * AP to ensure each boat and/or vessel is carrying sufficient life safety equipment for all passengers on board. * Throughout our on-water filming, rescue boats, staffed with first-aid trained representatives who are familiar with the boats’ operation and lifesaving techniques, will be present and monitoring our filming activities. * AP to ensure that there is a first aid kit on board each boat. * Before filming on a moving vessel, the crew will travel on it to get a feel for how it behaves on the water, helping establish the safest position to film from. * When powering up and slowing down the powerboat, the captain will slowly accelerate and decelerate, avoiding sudden changes in speed which could destabilise the crew. * When filming on board a moving vessel, camera unit will either be filming from a seated position or else held by a member of the crew, such as the AP or director, to ensure they do not fall or stumble. The boat will not move until both the camera unit and the crew member confirms they are ready. * Cameras to be kept in splash bags and crew have been warned that filming on a boat is part of the shoot. * Production crew and experts to take advice from the Captains on the safest way to get out of the boats onto the land should this ever happen. * When filming on boats, or boat to boat, a safe distance will be kept between them. This distance will be determined by the captain of the powerboat according to the weather and water conditions. They will both be constantly dynamically assessing the situation and the safe distance will vary accordingly. * The boat crew will have multiple communication methods with them in case of an emergency; the captain will carry a cell phone, there is a ship to shore radio on all boats and also walkie talkies. * Care must also be taken when embarking and disembarking boats. * Sufficient ‘bad weather’ day alternative contingency plans have been made in case of bad weather. Boats will not sail if the weather and sailing conditions are not optimal. * No production crew may be deployed on board any vessel in any current or forecasted sea and weather conditions associated with a category one (1) cyclone or above. * All crew are confident being on boats and near water. All crew members have confirmed they can swim. * All crew are fully aware of activities to be covered during filming. All phobias to be communicated with the AP and Director prior to departure. * Boat crew are responsible for keeping all deck areas as dry and free for excess water as possible. * Sensible, non-slip shoes to be warn at all times when working on boats and in the pit area * Crew to take advice from the boat crews and captains at all times when it comes to safety working on the vessel. * The captain of the powerboat will give a thorough safety briefing to everyone before they get on the boat, and will also advise on safety briefings in case of an emergency. * At no point will any member of the crew or presenter be in the water. |
| **CONTINGENCY PLAN** - Actions in the Event of Adverse weather |  | * Advised by location representative/ manager to relocate to dock/marina * Await weather update / for weather to subside * Await further instruction   EMERGENCY PROTOCOL   * The ‘man overboard’ procedure must be demonstrated and follow the skippers precautions and safety procedures. * Do not dive into the water/sea * Keep calm – think before you act * Don’t put yourself in danger * Raise the alarm * Get help from the staff/trained in rescue operations– use the * throw line / buoyancy aids * Contact the emergency services and follow the advice they give * Talk to the person or animal in the water * Urge them to swim towards you. |
| Scene in the shower room  * Electric shocks * slips/trips | **Cast, Crew** | * All electrical equipment will be safe for working near water - ie use of splash-proof or water-proof sockets and connections; the use of Residual Current Devices (RCD’s); use of double insulated equipment. (See Gaffers RA for further details). * Any lights will be positioned at a same distance away from potential water spillage. * Any water spillage will be cleaned up immediately * Clean water supply should be used for the scene * Number of takes should be kept to a minimum. * Cast to be given a towel and dry cloths as soon as this action finishes. * A floor mat to be placed outside the shower to step on and off. * Number of crew in the shower area should be kept to a minimum. |
| **Stunt – Actor diving into swimming pool**   * Drowning * Hypothermia * Disease * Hitting the floor | **Cast, Crew, Public (when in public areas)** | * Actor will be a competent swimmer. * Actor will be competent diving head first. * The maximum depth of the and the minimum depth should be communicated to the actor as well as the locations of these depths. * Actor will jump into the water head first, therefore diving should only be done in the deep end of the pool. * Countless practice time should be given beforehand. * Actor to always steer up immediately upon entering the water to avoid hitting the bottom or sides of the swimming pool. * Number of takes to be kept to a minimum for all water entry scenes. * Actor come out from the water immediately after this. * Warm clothing and area is available for cast. * All water entry actions is performed under the guidance of the stunt coordinator. * **Refer to stunt coordinator RA for further details.** * Adequate communication systems to be in place between the 1st AD and stunt coordinator * Entry into the water will only happen when the stunt coordinator has confirmed it is safe to do so. |
| **Diving (Scuba/Snorkelling/Submarine)**  can result in serious injury, through diving related illness or physical trauma, or even death.  The most common related diving related hazards are:  Hypothermia or sunstroke  Running out of breathing gas  Surfacing too quickly  Staying at depth too long  Claustrophobia  Navigational error  Contact with marine life  Collision with boats and other craft  Unexploded munitions or visual effects  Entrapment e.g. shipwrecks, cables  Equipment, vessel or communications failure  Adverse weather or sea conditions  Nirogen narcosis, oxygen toxicity  Climbing to altitude or flying too soon after diving  Unqualified or inexperienced divers  Hazards of production activities that may affect the dive are not properly controlled e.g. visual effects, set construction, stunts or hoists  **Snorkelling:**  Drowning through Disorientation, Panicking, Cold or Cramp  Hypothermia  Sunburn/sunstroke  Contact with marine life  Stings  Cuts to feet  Collision with boats and other craft  Equipment failure  Adverse weather or sea conditions  **Submarine:** | Crew, Contributors, Contractors | * Always consider alternatives to diving such as remote cameras, pole cams and snorkelling. These techniques will often give you what is needed with less risk and cost. Where this is not possible, observe the below: * A competent dive contractor must be appointed for every dive and will be responsible for the selection of the full dive team including the dive supervisor. * Dives should be planned and co-ordinated so that depth, profile and duration of the dive is appropriate. * There is adequate communication and co-ordination between dive teams and the surface. * Crew involved are competent and hold appropriate diving qualifications. * Crew involved are medically assessed as fit and able to dive by an HSE medical examiner. * The size of the dive team will depend on the dive but will always include a dive supervisor on the surface and a buddy for every diver. * Equipment is suitable and maintained including any personal protective equipment. * Hazards in the water are identified and controlled e.g. trapping hazards and marine life. * There is adequate surface interval time between dives. * There is safe interval before flying, driving or walking to altitude. * The weather checked and assessed as suitable for the dive. * Information is exchanged between the dive contractor and the Producer to ensure there is adequate co-ordination of the activities of all contractors involved in the dive. * Production activities which may affect the dive are assessed and controlled, e.g. visual effects stunts, set construction and hoists. * A Diving Project Plan and Risk Assessment is in place and known to all involved BEFORE the dive takes place. * Emergency arrangements in place and known, including boat cover, first aid and oxygen availability, with a recompression chamber on the ship. * When diving abroad, the Production must comply with local legislation. Although UK Regulations and Approved Code of Practice do not apply they provide a sensible framework to plan and co-ordinate any dive. * **All dive operations must comply with and adhere to the dive contractors production specific Risk Assessment.** * For snorkelling activities, the crew involved should be competent swimmers. * Vessel crew should ensure all participants are familiar and confident in the use of snorkelling equipment. * All crew need to be appropriately protected against the effects of the sun (especially the back of the body). * All crew need to be appropriately protected against the effects of temperature changes both in the water and on the surface. * Crew involved are medically assessed as fit and healthy to undertake snorkelling activites. * Equipment is suitable, fit for purpose and maintained. * Hazards in the water are identified and controlled. * Surface hazards are idnetified and controlled – other marine craft operating in the vicinity for example. * The weather checked and assessed as suitable for snorkelling. * Information is exchanged between the snorkellers and the Producer to ensure there is adequate co-ordination of all activities and duration, location and communications are all agreed. * **All submarine operations must comply with and adhere to, the ship ‘Alucia’ specific Risk Assessment and the standard operating procedures of the ship’s Captain and crew.** |
| **Jacuzzi / hot tub**   * Drowning * Risk of burns and scales if thermostat not correctly working. * Risk of skin irritation from cleaning chemicals. * Supervision of children and no under 5’s * HYGIENE-SPECIFIC RISKS: * E-Coli * “Hot Tub Rash” (Pseudomonas aeruginosa) and other skin infections. * Potential for urinary tract infections. * Potential for allergic reactions. * Legionnaire’s Disease if left standing for longer periods | **Cast, Crew, Location staff** | * **SET-UP & MAINTENANCE:** * Only proper commercial hire facility with appropriate hygiene standards and certification are to be used for hiring of the unit. * Proper sanitizer and pH maintainers are to be used at the proper amounts / dilutions as per manufacturer instructions. Hygiene is a big factor to hot tub use so all steps to be taken to avoid contamination as per manufacturer's instructions. * All instructions as per the manufacturer and the hirer are to be followed to the letter. * Any set dressing around the unit is not to interfere or impede the use, and access to controls/mechanics/electrics of the unit. * Any set dressing of the unit is to be done using appropriate materials for proximity to water and to be suitable to accommodate potential water splashes. * Unit to be set on a level, and an appropriate waterproof flooring/base as per manufacturer/hirer instructions. * Production to liaise with Location to ensure no Location safety compromising/damage. * Production to ensure cast use handrails for entering/exiting the hot tub with non-slip mats to step onto with wet feet. * Warm and dry and private facilities provided for cast being filmed in the hot tub for changing and drying off. * **CAST BEING FILMED IN JACUZZI/HOT TUB:** * A dynamic risk assessment shall be carried out to check that everything is ready and suitable, before any setting up, filming, and striking is to be undertaken. * Those entering the hot tub know what they are to be undertaking and the chemicals/sanitizing procedures in place before entering. * Cast may enter the hot tub only with prior consent from production. * Cast must wear appropriate clothing. * Production will monitor safe use of the hot tub and will intervene should any cast appear to be in distress or any sign of a potential issue. * No drinking glasses to be left around the edge of the hot tub. * No running around Jacuzzi/hot tub. * No jumping into Jacuzzi/hot tub. * No one to use the Jacuzzi who has a health condition(s) that should avoid being in hot tubs * pregnant women. * babies and young children under 5. * Anyone with a heart condition. * Anyone with blood pressure issues. * Anyone with a pacemaker fitted. * Anyone intoxicated or on medication that makes one drowsy. * Limit the time in the hot tub due to the temperature. If filming is to take longer, schedule in breaks where cast can leave the hot tub for rest periods. * Anyone in the hot tub should keep hydrated as the warm water temperature will dehydrate users faster. * 1st AD to hold cast & crew briefing on Jacuzzi/hot tub rules as above. * **CREW FILMING AROUND JACUZZI/HOT TUB (& WORKING WITH WATER CONTROLS):** * A dynamic risk assessment shall be carried out to check that everything is ready and suitable, before any setting up, filming, and striking is to be undertaken. * Crew filming around the hot tub are to wear appropriate footwear for wet slippery conditions, with added traction trackway/flooring going down where appropriate. * Crew should stay an appropriate distance away from the Jacuzzi/hot tub’s edge when filming taking into account conditions, environment and filming requirements. * Use will be made of back watchers when filming around the hot tub. * Wireless kit to be used ideally to limit trailing cables through water and trip hazards. * Minimum crew necessary to be in the vicinity of the hot tub, with remaining crew monitoring from Video Village. * All equipment being used is to be safe for use near water - factoring in potential splashes from the hot tub jets and cast movements within the unit. |
| **Steam room**   * Claustrophobia * Heat stroke * Dehydration * Fainting * Loss of balance * Slips, trips and falls. |  | * A competent and reputable company shall be used. * The contributor in the steam room shall be supervised at all times by a competent staff. * An emergency button should be present both on the inside and outside of the steam room. The use of this in an emergency shall be briefed to all production crew beforehand. * A health questionnaire should be completed beforehand making sure that this exposure to high heat will not cause or worsen any medical problems. * Time allowed to be spent in the steam room stipulated by the staff in charge shall be adhered to. * If for any reason the contributor feels uncomfortable in the steam room, they shall leave the area immediately and given water and rest. * There should be adequate drinking water facilities. * Electrolytes are advised to be taken as a lot of salt from the body would be lost. * If for any reason an emergency does occur, a first aider and first aid kit should be present and easily accessible. * A fully charged phone which can call the emergency services shall be present at all times. * Adequate footwear should be worn by both contributor and crew since the floors will be slippery * Minimum crew to be present in this area. * If for any reason crew feel uncomfortable, they should stop filming and leave the area. Drinking water shall be provided. * Suitable clothing shall be worn. * No equipment shall be used inside the steam room. * Equipment used in this area shall be suitable. * All cables should be minimised as much as possible or ramped matted or flown. * Good housekeeping shall be maintained at all times. * Emergency exits should be kept clear at all times. |
| Small Ponds | Cast, Crew | * Pond to be covered as soon as possible during dressing work. * Crew made aware of pond until pond is suitably covered. |
| **Equipment** | | |
| **Lighting/Electricity**   * Electrocution * Falling objects | **Cast**  **Crew**  **Public** | * One person on the production has been nominated and will accept responsibility for location lighting– this person to have appropriate level of competence. * This person will inspect, rig, operate and de-rig all lighting used and will supervise these activities appropriately, to ensure safety. * Nominated responsible person will confirm that all electrical equipment to be used is suitable for use. * Nominated responsible person will confirm that all electrical lighting equipment is subject to appropriate inspection and testing by a competent person and that each item is and will remain “in-date” throughout the proposed period of use – equipment not satisfying this requirement is not to be used. * Prior to use, all electrical equipment to be visually checked for signs of damage e.g. during transport, and any damaged equipment clearly labelled as such and not used. * Any suspended or clamped up lighting will be secondary bonded in case of accidental release. * Cabling across access ways will be avoided, if at all possible. Where this s not possible cables will be 'flown' or matted. * RCDs to be used where possible. * Electrical equipment to be suitable for the environment it is to be used in e.g. outdoor/wet, dusty environments. * Lights to be positioned away from flammable material. * Lighting heads will be left to cool before handling/wrapping. * Suitable protective gloves should be worn if handling/adjusting hot lighting heads. * **See Gaffer’s risk assessment for further details** |
| **Lighting/Electricity (long version)**   * Electrocution * Falling objects | **Cast**  **Crew**  **Public** | * One person on the production has been nominated and will accept responsibility for location lighting– this person to have appropriate level of competence (i.e. as demonstrated through experience on other similar production work and a qualifications in electrical safety / lighting e.g. City & Guilds and/or attendance on practical lighting courses) * This person will inspect, rig, operate and de-rig all lighting used and will supervise these activities appropriately, to ensure safety. * Nominated responsible person will confirm that all electrical equipment to be used is suitable for purpose (i.e. correct current / voltage rating, not too heavy for labour available and/or location moves intended). * Nominated responsible person will confirm that all electrical lighting equipment is subject to appropriate inspection and testing by a competent person and that each item is and will remain “in-date” throughout the proposed period of use – equipment not satisfying this requirement is not to be used. * Prior to use, all electrical equipment to be visually checked for signs of damage e.g. during transport, and any damaged equipment clearly labelled as such and not used. * Nominated responsible person will confirm, by inspection and through discussions with venue host, that any mains power supplies to be used on location are suitable for use. * Prior to use, the total power consumed at the location from a dedicated supply (including from non-lighting equipment) is to be calculated and confirmed not to overload the rated maximum supply current. * Any suspended or clamped up lighting will be secondary bonded in case of accidental release. * Cabling across access ways will be avoided, if at all possible. Where this s not possible cables will be 'flown' or matted. * RCDs to be used where possible. * Electrical equipment to be suitable for the environment it is to be used in e.g. outdoor/wet, dusty environments. * Lights to be positioned away from flammable material. * Lighting heads will be left to cool before handling/wrapping. * Suitable protective gloves should be worn if handling/adjusting hot lighting heads. * **See Gaffer’s risk assessment for further details** |
| **Lifting Crane**   * Crane on unstable ground * SWL not adhered to * Collapse of crane | **Cast, Crew, Public (when in public areas)** | * The crane has been hired from a reputable supplier. * **Refer to crane contractor RA for further details.** * **Refer to crane lifting plan for further details.** * The crane is fit for purpose and suitable for the intended lifting loads. * The crane has a valid inspection certificate which has been carried out within the last 6 months to allow persons to be lifted in the basket, in accordance with the LOLER 1998 regulations. * Crane will be positioned on flat, stable ground. * A competent operator will control the crane. * Outriggers to be used where required. * A suitable exclusion zone will be in place around the base of the crane and whenever it is doing any lifting. * Spotter to be used where necessary for monitoring the load when being lifted and suitable systems in place to communicate with the crane operator. * All lifting equipment, fittings and attachments to be checked to ensure they are in good condition and fit for purpose. |
| **Drone**   * Loss of control * Hitting crew or buildings | **Cast, Crew, Public (when in public areas)** | * Competent licensed operator will be engaged. * Permissions, licence, insurance and location specific risk assessment to be submitted prior to filming. * Filming only to take place in areas where production have the relevant permissions to fly. * CAA guidelines to be adhered to at all times. * Filming area to be locked off, signs in place to warn public. * Hi Vis to be worn by UAV operators and associated crew. * UAV operators to have control over flight safety. * Wind/weather conditions to be in the run up to and during filming. Dynamic assessment to be made on suitability of conditions. * Drone operations will be halted if anyone not under control of the operator breaches the 50m exclusion zone. * Flight path checks have been carried out and the drone operator has confirmed that the flight paths are within the restrictions off the CAA guidance. * A safe distance will be maintained from the cast/crew positions and buildings when filming overhead. * Adequate time will be allocated to blocking out the positions of the drones and the cast/crew. * Cast and crew will be briefed by the drone operators on safety guidelines including emergency warning signals. * Take-off and landing zone to be clear of all other crew and cast. |
| **Use of Generator**   * + Fire and explosion   + Carbon monoxide poisoning | **Cast, crew, public** | * Generator is fit for purpose, supplied from a reputable supplier and operated by a competent and experienced person. * The temporary electrical installation will be installed to a safe standard by a competent person under BS7909 (Code of Practice for temporary electrical systems for entertainment and related purposes. * Sufficient tests and checks will be made of the system prior to energising by the competent person on location. * The generator will be sited outside in a suitable position, it will not block any fire exits and emergency vehicles will have access. * The exhaust will be vented to prevent carbon monoxide from entering any buildings or near the general public. * Generator will be cordoned off with access only to those that are trained in its use * Generator will be earthed. * Fuel will be stored in a lockable fire proof container away from the generator and people * Fire extinguishers and spillage kit will be with the generator. |
| **Using Steadicam**   * + Possible injuries from incorrect use | **Cast, crew, public** | * Only competent, trained steadicam operators will be used that can assemble, balance and operate rig correctly. * Area of operation should be recced and route checked for hazards and trip factors. A spotter assistant should always be employed to watch out for and warn of any hazards during shooting. * The steadicam base (for holding the assembled rig when not on the operator) should be positioned nearby the shoot. * Adequate breaks given. * Operator will not be pressured into moving faster or in areas where he/she feels safety will be compromised. |
| **Use of Camera Track and Dolly**   * + Camera dolly could fall from track causing injury due to incorrect assembly of track, striking a foreign body on track or due to inertia and momentum. Persons may suffer aches and strains when pushing and pulling camera. | **Cast, crew, public** | * Competent Grip will be in control of Camera Tracks (See Grip risk assessment for further details). * The tracking equipment is securely assembled before use, the tracking surface is even and remains stable whilst traversed by the full load. * Correct Posture and handling techniques will be employed when moving heavy equipment. * The camera cable and auxiliary cables will be routed together to avoid hazards when tracking * The tracking route is free from non-essential personnel, cables and other hazards * The tracking surface remains stable throughout continuous operation over several takes, any slippage or instability will be corrected immediately. |
| Wire CamFailure of wire rigFall from heightCollision with trees | **Cast, crew, public** | * A competent and experienced grip has been engaged for his activity. * Refer to Grip RA for further details. * Wires will be securely attached to appropriate anchor points such as trees or a telehandler. * Trees to be assessed for their suitability by wire cam rigger. * Protective neoprene or similar to be put around the tree to ensure it is protected from the wire where necessary. * Trees along the route to be cleared where necessary of low hanging branches. * Wire rig to be set up to be suitable for the weight of the cameras equipment. * No one to stand under the wire when it is being operated where possible. * Wire rig operator to keep line of sight at all times when being used. * Wire rig to be adequately tested and inspected before use. * Safe working load of the wire to be adhered to at all times. * All equipment on the wire to be securely affixed and with suitable secondary safety bonds. * All equipment used must be in good condition and fit for purpose. * When accessing trees to secure wires, ladders must be used or if climbing trees, a suitable harness system to protect user from falls must be implemented. |
| **Use of Ladder Pods**   * + Risk of falls from height | **Cast, crew, public** | * Ladder pod will be fit for purpose and will meet all relevant safety standards. * It will only be used by a trained, competent person. * It will only be erected on a safe, even surface. * An exclusion zone will be set up around its base. * Ladder pods will be supervised by a competent person – who is aware of its load bearing capability and how to safely erect it e.g. even ground and stable, proportionate base (as an approx. guide for an unsecured ladder-pod, the maximum height should not exceed x2 of its base spread dimension), safety ties and locks in place, and stable top plate level. * Safe method is to be in place to move equipment safely up and down from the ladder pod ensuring 3 points of contact are maintained at all times. * Work at height to cease in high winds or particularly wet/ cold conditions. |
| **Using Camera on Gimbal**   * Possible injuries from incorrect use | **Cast, crew, public** | * Only competent, trained operators will be used that can assemble, balance and operate rig correctly. * Area of operation should be recced and route checked for hazards and trip factors. A spotter assistant should always be employed to watch out for and warn of any hazards during shooting. * Adequate breaks given. * Operator will not be pressured into moving faster or in areas where he/she feels safety will be compromised. * If camera is used on a wire rig or winch system, the rig will be installed and tested by competent rigging team. (See Riggers RA for further details) * All camera moves will be pre-programmed and tested before cast enter the area. Operator always has a clear line of sight. * 1st AD/Key Grip announcements before rig moves. Exclusion zones in place around rig when necessary. * All equipment is secured with ratchet straps and backed up with secondary safety attachments. * Continuous monitoring and inspection of rig by rigging crew and grip team. |
| **Use of Camera Crane, Jibs**   * Collapse * Fall from height (people and equipment) | **Cast, crew, public** | * Equipment will be sourced from a reputable supplier, fit for purpose and safety certificated e.g. LOLER, as appropriate. * The type of machinery selected will be suitable for the task. * An experienced, competent person will be in charge of assembly/ operation. It will be located on a suitable level base. An assessment of environment (eg wind factor, temperatures, lightning, and power lines) for safe operation will be carried out. * Correct number of people for operation will be used to operate devices based on supplier guidance and industry best practice. NB: A one man operation jib should always have a spotter alongside unless exceptional circumstances. * Control of exclusion zone in which the machine will be operating. * The Safe Working Load (SWL) should be clearly marked on the equipment. The SWL must not be exceeded. * Wind management plans and active monitoring will be in place when working at height. * Other Standard Operating procedures will be in place: * Competent crew * Adequately maintained * Camera to have safety bond in addition to standard fixings. * Adequate safe area maintained above heads at all times. * Jib adequately counterbalanced * Stable base * Flat surface. * Please refer to the Grip’s RA for further information |
| **Technocrane /Moviebird**   * Failure of equipment whilst in use or whilst being set up; * Failure of equipment whilst in use on uneven / sturdy surfaces; * Operated and used by incompetent person(s) in unsuitable locations or weather conditions; Injury associated to locations and close proximity to persons that may (normally) occupy and use public roads and pavements | Cast and Crew | * Equipment shall be sourced from a known reliable supplier who can show evidence of its maintenance log, as per LOLER Regulations (LOLER). * A suitable and sufficient risk assessment of intended activity to be completed by crane operator. * Experienced and competent person in control of assembly and operation * Suitable level base on which to assemble and move crane * Only moved by those competent to do so in compliance with the risk assessment covering the action * Assessment of environment (e.g. wind factor) * Adequate number of people for safe operation – this should be determined by the risk assessment * The arc of swing and rise checked to ensure the arm cannot come into contact with other items (e.g. overhead cabling or lighting). * Clear path from which to operate * Access assessed by Technocrane contractor, ensuring access is suitable for loading / unloading and operation of equipment. |
| **Lifting Crane**   * Crane on unstable ground * SWL not adhered to * Collapse of crane | **Cast, Crew, Public (when in public areas)** | * The crane has been hired from a reputable supplier. * **Refer to crane contractor RA for further details.** * **Refer to crane lifting plan for further details.** * The crane is fit for purpose and suitable for the intended lifting loads. * The crane has a valid inspection certificate which has been carried out within the last 6 months to allow persons to be lifted in the basket, in accordance with the LOLER 1998 regulations. * Crane will be positioned on flat, stable ground. * A competent operator will control the crane. * Outriggers to be used where required. * A suitable exclusion zone will be in place around the base of the crane and whenever it is doing any lifting. * Spotter to be used where necessary for monitoring the load when being lifted and suitable systems in place to communicate with the crane operator. * All lifting equipment, fittings and attachments to be checked to ensure they are in good condition and fit for purpose. |
| **Tele handler**   * Collapse of structure * Objects colliding with people * Vehicle overturning * Collision of vehicles | **Cast, Crew Public** | * Equipment will be sourced from a reputable supplier, fit for purpose and safety certificated as appropriate. Pre-user checks made on machinery before use. * An experienced, licenced, competent person will be in charge of assembly and operation. * The Tele handler has a valid inspection certificate which has been carried out within the last 12 months in accordance with the LOLER 1998 regulations. * It will be positioned on flat, stable ground. * Outriggers to be used where required. * Spotter to be used where necessary for monitoring the load when being lifted and suitable systems in place to communicate with the Tele handler operator. * All lifting equipment, fittings and attachments to be checked to ensure they are in good condition and fit for purpose. * An assessment of environment (e.g. wind factor/lightning/cold temperatures) for safe operation will be carried out. * Maintain an exclusion zone around the base which may will reinforced by use of barriers where controlling access is difficult (e.g. if in public place). |
| **Self Op Shooting**   * Risk of injury from carrying heavy camera * Risk of injury from paying less attention to surroundings than if just directing | Crew, Contributors | * Regular breaks to be taken from holding heavy camera. * Care to lift heavy equipment. * Members of production team to keep an eye on self-shooting op especially when he is walking backwards. * Care taken to plan out sequences in advance so that self-shooting op is aware of what will be happening. * Operators will be briefed and periodically reminded by to ensure they are securely positioned before they start any filming. * Special care will be taken if filming at night and where possible the operator will have an assistant to guard against falls and trips. |
| **Using Cherry Pickers/Genie Booms/Scissor Lifts etc**   * + Collapse   + Fall from height   + Electrocution | **Cast, crew, public** | * Equipment will be sourced from a reputable supplier, fit for purpose and safety certificated as appropriate. Pre-user checks made on machinery before use. * An experienced, licenced, competent person will be in charge of assembly and operation. * An assessment of environment (e.g. wind factor/lightning/cold temperatures) for safe operation will be carried out. – an anemometer should be used. * Harnesses will be used as required. * MEWPs to be placed on flat, stable ground. Outriggers to be used when needed. * Rescue procedures to be in place. * Correct number of people for operation will be used. * Control of exclusion zone in which MEWP will be operating. * The Safe Working Load (SWL) should be clearly marked on the equipment The SWL must not be exceeded. * When filming, the camera should be tethered adequately to a suitable point on the cherry picker. |
| **Using Camera on Gimbal**   * + Possible injuries from incorrect use | **Cast, crew, public** | * Only competent, trained operators will be used that can assemble, balance and operate rig correctly. * Area of operation should be recced and route checked for hazards and trip factors. A spotter assistant should always be employed to watch out for and warn of any hazards during shooting. * Adequate breaks given. * Operator will not be pressured into moving faster or in areas where he/she feels safety will be compromised. * If camera is used on a wire rig or winch system, the rig will be installed and tested by competent rigging team. (See Riggers RA for further details) * All camera moves will be pre-programmed and tested before cast enter the area. Operator always has a clear line of sight. * 1st AD/Key Grip announcements before rig moves. Exclusion zones in place around rig when necessary. * All equipment is secured with ratchet straps and backed up with secondary safety attachments. * Continuous monitoring and inspection of rig by rigging crew and grip team. |
| **Rigging of scaff towers/blackout tents/greenscreen structures:**   * Falls from height; Objects falling from height. * Structural collapse. * Overturn of structure | **Cast, Crew, Public** | * Only competent, qualified persons to erect and dismantle scaff structures. (See Riggers RA for further details) * Platforms/ ladders/ Scaffold tower/MEWPs etc. only to be erected on level ground, firm enough to take the weight of the tower/machine (plus load) without subsidence. * Harness to be worn when necessary. * All equipment to be securely tethered to scaffold structures. * The loads placed do not to exceed the stated safe working load given by the tower’s/MEWPs manufacturer / supplier. Where practical, loads to be spread evenly across the platform level. * Lighting and camera platforms to be erected by competent persons and a sign off certificate provided. All camera platforms will be hand-railed. * Platforms/ ladders/ Scaffold tower/MEWPs etc not to be placed in any location where it could be struck by vehicles. Where this is impractical, barriers and warning signs should be used to re-direct / warn traffic or the road should be closed. * Competent person to inspect the Platforms/ ladders/ Scaffold tower/MEWP etc prior to use to confirm that it is suitable for the intended use. * Maintain an exclusion zone around the base which may will reinforced by use of barriers where controlling access is difficult (e.g. if in public place). * Wind monitoring to be in place for external structures. Structures/machinery to be taken down/lowered in the event of the maximum wind speeds recommended by manufacturers being exceeded. * Greenscreen/blackout materials to be fire resistant. |
| **Use of MEWPS’s for lighting and blackout positions**   * Risk of falling from scissor lift * Objects falling off/from lift * Collision with people when moving lift * Risk of overturning | **Cast, Crew** | * Equipment will be sourced from a reputable supplier, fit for purpose and safety certificated as appropriate. * An experienced, competent person will be in charge of operation. It will be located on a suitable level base. An assessment of environment (e.g. wind factor) for safe operation will be carried out. * Active wind monitoring to take place. Maximum wind loadings for different machines/ rigged loads to be adhered to. * Correct numberF of people for operation will be used to operate devices based on supplier guidance and industry best practice. * Control of exclusion zone in which the machine will be operating. * When being moved route to be checked before commencement and banksmen to be used. * Suitable routes must be in place for telehandlers to drive along when moving around set. These routes must be clear of all other equipment and persons. Where necessary, additional trackway to be used. * The Safe Working Load (SWL) should be clearly marked on the equipment The SWL must not be exceeded. * Harnesses will be used as required. * Minimum amount of equipment to be taken up in lift. * Equipment will be secured to prevent falling out. * Should be secured from inside the basket. * Nothing should be handing from the underside of machines or outside the basket on things like cherry pickers or scissor lifts. * Screens attached to the MEWP will be securely fitted by a competent person and will not impact on the safe operation of the machine. * Wind speeds will be monitored and speeds will be altered when green screens or similar are attached. * Wind speeds should be measured from the top of the basket or the highest point on the MEWP. * Machines should be lowered in wind speeds in excess of 20 mph. * All machines must be lowered when wind speeds reach 90% of the maximum speeds detailed above. * Telehandlers must have operator present at all times when the machine has a screen lifted at height. * **See rigger’s Risk Assessment for more details.** |
| **Green Screen**   * A green screen will be erected on a scaffold structure for the provision of a background onto which CGI images can be transposed. * Risk of structure collapse due to faulty parts, improper construction or expansion and contraction of pressure joints. * High wind could blow over the structure due to the sail like properties of the screen. * Risk of structure falling into persons causing injury. | The cast, crew, and the public | * Only competent, qualified persons to erect and dismantle green screen structures. (See Riggers RA for further details) * The Key Rigger and Gaffer will assess the requirements and the rigger will put controls in place such as: * An area will be cordoned off to keep public and crew at a safe distance from the work. * The rigger will monitor the work area and stop work if any unauthorised person comes into the cordoned off area during rigging and de-rigging. * Parts will be visually inspected before use. Any faulty parts found will not be used. * The key rigger will calculate the maximum wind speed allowed for the screen. * The wind speed and its effect on the screen will be monitored throughout the day. * If the key rigger has any concerns about the wind and its effect on the structure, he will have the overriding authority to remove the screen and if necessary take down the scaffold structure. |
| **Abseiling and Rigging Abseiling:**   * Poor or untrained leadership * Unsuitable and poorly maintained equipment * Inappropriate clothing and PPE * Poor communications and loss of contact * Lack of skills or fitness of the participants * Unsuitable site or location * Fall from height * Inappropriate weather conditions (e.g. high winds)   **Rigging:**   * Falls from height * Objects falling from height * Structural collapse * Mechanical failure of climbing equipment * Uneven distribution of loads * Uneven ground * Manual handling injuries | Crew, contributors | * International Rope Access Techniques and standards to be observed. * James Aldred is IRATA Level 3 – Industrial Rope Technician qualified. * Abseiling will be used to allow the rigging of cameras within trees. * Once the camera is secured in the tree, the rigger will come back down to the ground and the camera will be remotely operated. * Users will be suitably instructed, trained and competent. * Instructors to carry out fitting of harnesses on contributors. * Instructors to double check all harness fittings. * All equipment to be maintained, history logged and pre-use checked. * Pre-inspection of proposed abseiling sites to be undertaken. * A Rescue Plan to be in place prior to any activity taking place. * Weather conditions monitored in advance and throughout the day, particularly wind speeds and storm activity. * Rigging activities only to be carried out by suitably competent and experienced personnel. * Specific risk assessment to be provided by rigging contractor prior to any work commencing. * All rigging personnel to receive inductions and be briefed on location procedures prior to work commencing. * Harnesses shall be worn where appropriate. * All equipment to be maintained, history logged and pre-use checked. * Emergency rescue procedures shall be in place and communicated to all relevant parties prior to any work at height commencing. * Suitable and sufficient safety arrangements should be in place to protect personnel on the ground when working overhead i.e. exclusion zones, designated hard hat areas. * Tools and communication equipment e.g. radios should be tethered and pockets clear of objects which may fall and cause injury to persons below. * Manual handling should be avoided and lifting aids used as an alternative wherever possible. Where manual lifting is necessary, correct lifting techniques should be used and heavy loads should only be moved by the appropriate number of people for the load. |
| **Abrasive Wheels**   * Moving machinery * Cutting edges * Entanglement |  | * Wheels will only be mounted and dressed by suitably qualified and competent people appointed in writing. * Users will be suitably instructed, trained and competent. * Appropriate HSE posters on abrasive wheels will be prominently displayed where such equipment is used. * Stop and start buttons are readily accessible. * Control switches are clearly marked to show what they do. * Operating controls are designed and placed to avoid accidental operation, e.g. by shrouding start buttons and pedals. * Where appropriate, emergency stop controls are within easy reach, particularly on larger machines so they can be operated quickly in an emergency. * The power will be isolated prior to adjusting or working on an abrasive wheel installation. * The speed of the spindle does not exceed that marked on the wheel. * We will not mount a wheel on a machine for which it was not intended. * We will brush, clean, and examine for any damage, a new wheel, before mounting. * We will wear properly fitting eye protection to prevent injury due to flying particles. |
| **Working at Height** | | |
| **Filming on rooftop**   * Fall from height * Dropping equipment over the edge | **Cast, Crew, Public (when in public areas)** | * Filming only to commence on rooftops where production have full permission from building owners. * Rooftops to only be used which are structurally sound. * Roof has sufficient edge protection for all crew. * No equipment is to be positioned over the edge of any edge protection without suitable measures in place to secure the equipment. * No person to sit or go over any edge protection. * Only necessary crew are to work on the rooftop. * No lone working to take place on the roof. * All equipment to be secured and weighted where necessary. * Lighting stands to be kept safe distances from the roof edges unless it is secured to suitable anchor points. * Any cameras such as cranes which protrude over the roof edge are to be secured with suitable tethers and secondary’s. * Exit from roof to be kept clear at all times of equipment and other obstructions. * Paperwork and other potential “fly-away” materials will be pocketed, stored or left inside to prevent wind from carrying anything off the roof. * Locations will ascertain whether there are any “no-go” areas of the roof and if so, these will be marked up or barriered off to prevent access * Any unforeseen hazards will be reported to the building’s management * Suitable footwear with good grip is to be worn by all crew on the roof. * Weather forecasts will be monitored in the run-up to filming date. In the event of high winds, works on roof are to stop and equipment made safe or removed if it is safe to do so quickly and easily. |
| **Working at height – Balcony top shot**   * Objects falling from height * People falling from height | * **Cast** * **Crew** | * The Balcony was not recce’d but the venue informed production that there was safe access/egress to the balcony and that adequate edge protection was in place – if this is not the case, when the competent rigging team recce the roof area, the work will not take place without the area being made safe first – e.g. erecting edge protection or working off safety lines/harness. * If it goes ahead, competent rigging team only will be on the balcony – no other crew allowed. * No person to sit or go over any edge protection. * No equipment is to be positioned over the edge of any edge protection without suitable measures in place to secure the equipment. * No lone working to take place on the balcony. * All equipment to be secured and weighted where necessary. * Any cameras which protrude over the balcony edge are to be secured with suitable tethers and secondary’s. * Exit from the balcony to be kept clear of equipment and other obstructions at all times. * Paperwork and other potential “fly-away” materials will be pocketed, stored or left inside to prevent wind from carrying anything off the balcony. * Any unforeseen hazards will be reported to the building’s management. * Exclusion zone in place below when rigging work is taking place on the roof. * Weather conditions assessed on day and further controls implemented in the event of adverse weather/strong winds.  Work on the balcony will not take place in the event of excessively strong wind. * Any equipment used are to be made safe or removed if it is safe to do so quickly and easily. * Suitable footwear with good grip is to be worn by all crew on the roof. |
| **Ladders (Working at Height)**   * Fall from height * Fall of objects from height | * **Cast, crew, public** | * Ladders to be sourced from a reputable supplier and used for short duration works by competent persons only. * The ladders selected should be suitable for the task. * 3 points of contact to be kept with ladder at all times. * Means of carrying tools safely to be in place. * Ladder to have an overhang of 1 meter of rungs. * Never stand on the top rung of the ladder. * Ladder to be placed on flat, stable ground, against non-fragile materials. * It should be placed at a 75 degree angle. * Ladder to be footed by another person when in use. * They will be positioned so that users do not have to over-stretch, and they will be stored appropriately when not in use. * Where overhead work is taking place hard hats must be worn. * Information to highlight when hard hats should be worn will be provided by the scenic supervisor on site. * Adequate footwear to be worn. * Only one person to be on the ladder at any one time. |
| **Ladders (Outdoors)** |  | * Ladders to be sourced from a reputable supplier and used for short duration works by competent persons only. * The ladders selected should be suitable for the task. * 3 points of contact to be kept with ladder at all times. * Means of carrying tools safely to be in place. * Ladder to have an overhang of 1 meter of rungs. * Never stand on the top rung of the ladder. * Ladder to be placed on flat, stable ground, against non-fragile materials. * It should be placed at a 75 degree angle. * Ladder to be footed by another person when in use. * They will be positioned so that users do not have to over-stretch, and they will be stored appropriately when not in use. * Adequate footwear to be worn. * Only one person to be on the ladder at any one time. * It is advised not to use the ladder if raining. * If the ladder is wet, it should be wiped down first. |
| **Aerial Elevated Work Platform (Push Around Lift)** | **Cast, crew, public** | * Aerial Elevated Work Platforms (AEWPs) should only be operated by competent crew possessing a valid license. * All lifting equipment is subject to regular maintenance and thorough examination. * Operators should carry out pre-use inspection and function test prior to use. * Manufacturer’s operating instructions to be adhered too. * The platform should not be raised unless all outriggers are properly installed, the screw levelling jacks make firm contact with the floor and the base is level. * The machine should not be moved while the platform is raised. * The outriggers should not be adjusted or removed while the platform is occupied or raised. * Operators should maintain a firm footing on the platform at all times. * Ensure sufficient clearance when raising the platform. * AEWPs should not be used for lifting equipment other than personnel and hand tools. * The weight of occupants, equipment and materials shall not exceed the maximum platform capacity. * The AEWP should not be used when wind speeds exceed those identified by the manufacturer. * The area beneath the AEWP should be kept clear of personnel. Grounds man to be utilised where there are large amounts of obstacles or movements of personnel. * Identify safe areas for machine operation, including restrictions on use. * AEWP’s should be securely stored with ignition key removed. * Recharging should take place in designated, secure, well ventilated areas |
| **Overhead power lines**  Fire  Live parts  Flammable or explosive atmospheres  Operational Environment  Use of electrical equipment | **Cast**  **Crew**  **Public** | * Only use a qualified and competent person who is designated as the responsible person for the installation. Any deputies used for the installation must be deemed competent by the responsible person * All electrical installations used are installed to a safe standard by a competent person under BS7909 (Code of Practice for temporary electrical systems for entertainment and related purposes and / or BS7671 requirements (requirements for electrical installations (The IEE Wiring regulations 17th Edition) * Equipment will be selected specifically for its intended purpose, ensuring that there is an adequate maintenance schedule in place; that the equipment has been regularly inspected and tested; and that the equipment is suitable for its operational environment (outdoors / wet weather; confined spaces and explosive atmospheres) * Provide a reduced voltage system where possible * Provide adequate earthing and protection at all times of the system– including earth bonding or the use of an isolating transformer * Sufficient tests and checks are made of the system prior to energising by the competent person on location * Use safety devices such as RCD’s * Carry out preventative maintenance * Work safely * Observe safe distances from overhead power cables |
| **Grids in studio** | **Cast, Crew, Members of public, Freelancers** | * There are satisfactory arrangements and a safe system of work established to ensure that no one is put at risk through grid working; * Only competent individuals are permitted access to grids * Access to grids should is controlled * Grid areas are inspected regularly to check that the decking is secure and there is nothing that could fall * The grid will not be over-loaded – the SWL (Safe Working Load) is posted * Local instructions are posted and checked by operators before commencing any grid work * Safe systems must be in place to ensure that no-one enters the area below those working in the grid When work is being carried out on the grid the areas of the studio floor that may be affected are cordoned off e.g. with warning beacons * Those working on the grid are regularly briefed on safe systems of work * Always check local instructions before commencing any grid work |
| Uneven ‘Rocky’ Surfaces At Height Working From  Shooting From  As part of the Set or Action  Unprotected edges  Potential Fall from Height  Potential Dropped Objects | **Cast, Crew** | * ‘Rocks’ to be made from polystyrene by qualified competent contactor * Walls and edges are designed by suitably qualified designer and constructed by a competent team * All parts of sets are designed and constructed to the minimum required height and to withstand the planned weight or loading of equipment, cast or crew * Regular checks will be carried out during the lifetime of the set to ensure its continued stability * Intended route of passage is assessed prior to filming to remove or make safe any slip, trip or fall hazards * Personnel not to sit, lean or hang over the retaining edge protection * Any equipment hung or suspended must be secured or adequately bonded with a secondary tether * Equipment, tools and personal effects must not be used over any edges and must be tethered to prevent inadvertent dropping of objects dropping below * Any cast or crew working beneath should remain highly aware of any personnel working above * Cast and crew must be aware that personnel are working above, and that there is potential for dropped objects including camera equipment, mobile phones or other personal items * Cast and crew to be kept to a minimum at all times * All sets should be maintained and kept safe for access at all times including pre-rig and de-rig and no cast or crew should enter any sets without first being aware of any set specific hazards that may impede the safety of their work * All cast and crew will be provided time to familiarise themselves with all sets on stage * ***Please refer to Art Dept Designs and Plans for further details*** |
| **Movement of Actors** | | |
| Cast playing racquet sports I.e Tennis, Squash, Badminton, Pickleball | **Cast, crew, SA’s** | * Squash balls only to be hit into a suitable direction, away from other crew, cast and equipment. * No one is to be positioned in an area that the ball may be hit into - where crew/camera positions are required in the line of fire, all crew must be in rated squash goggles/glasses, cast must be briefed to reduce the power of their shots and protective screens should be used wherever possible. * Safe distances to be kept between crew, equipment and the actors when in play. * All cast members involved confirmed to be in good physical health and with no pre-existing conditions that could be worsened by this activity. * Suitable footwear is to be worn during this activity. * The court will be checked to ensure there are no trip hazards. Where possible they will be removed or highlighted to the cast members. * The supporting cast members will not be asked to do anything that they are not capable of doing. * Sufficient time will be scheduled for warm up and cool down. * Drinking water will be available on location. |
| Party/small gathering  * Slips, trips and falls * Eclectic shock * Delayed emergency exit | **Cast, extra, crew** | * The area designated for this scene will be adequate to fit the number of cast, extras and equipment being used. * Adequate filming positions will be maintained. * All cast and extras will be briefed on the actions that needs to be carried out. * A substitute for alcohol may be used (water) * Spillage procedures will be put in place. * If possible, plastic glasses will be used instead of glass. * Electrical equipment will be kept away from the area of the drinks. * Cast may dance. * Actors will be in good physical health and with no pre-existing conditions that be worsened by this activity. * Suitable footwear is to be worn. * Area for dancing will be checked to ensure there are no trip hazards. Where possible they will be removed or highlighted to the cast member. * Actors will not be asked to do anything that they are not capable of doing. * Sufficient time for warm up and cool down to be provided. * Drinking water will be provided. |
| **Actor jogging**   * Slips, trips and falls * Bodily injury | **Cast, crew, pubic** | * Actor is in good physical health and with no pre-existing conditions that be worsened by this activity. * Suitable footwear is to be worn. * Jogging area will be checked to ensure there are no trip hazards. Where possible they will be removed or highlighted to the cast member. * Actor will not be asked to do anything that they are not capable of doing. * Sufficient time for warm up and cool down to be provided. * Drinking water will be available on location. |
| **Cast Dancing**   * Slips, trips and falls * Bodily injury | **Cast, crew, pubic** | * Actor is in good physical health and with no pre-existing conditions that be worsened by this activity. * Suitable footwear is to be worn. * Area for dancing will be checked to ensure there are no trip hazards. Where possible they will be removed or highlighted to the cast member. * Actor will not be asked to do anything that they are not capable of doing. * Sufficient time for warm up and cool down to be provided. * Drinking water will be available on location. |
| Cast dancing on a table | **Cast, Crew, SA’s** | * Cast to be in suitable footwear for the action. * Table to be sourced as sufficiently strong to support the performer. To be reinforced if necessary. * Adequate time to be scheduled for rehearsal. * A suitable method of climbing onto the table shall be in place. * Lighting levels will be suitable for such action. |
| **Party/small gathering**   * Slips, trips and falls * Eclectic shock * Delayed emergency exit | **Cast, extra, crew** | * The area designated for this scene will be adequate to fit the number of cast, extras and equipment being used. * Adequate filming positions will be maintained. * All cast and extras will be briefed on the actions that needs to be carried out. * A substitute for alcohol may be used (water) * Spillage procedures will be put in place. * If possible, plastic glasses will be used instead of glass. * Electrical equipment will be kept away from the area of the drinks. |
| **Cast member cycling**   * Fall from bicycle * Collison with other rod/pavement users | **Cast, Crew, Public (when in public areas)** | * The cast member is familiar with riding a bike and is confident in doing so. * The cast member will be cycling along a suitable route. * This route/area will be walked through to make sure that there are no hazardous areas on the surface. * The cast will be wearing a helmet. * Checks will be carried out to make sure that the cast member does not have any pre-existing medical conditions that could be worsened by this activity. * The bicycle is in good condition and fit for purpose. * Traffic management plan is in place where necessary. |
| Skateboarding | **Cast, crew, SA’s** | * Cast members skateboarding will be competent and comfortable with undertaking the task. * Sufficient time will be given for adequate warming up. * Area skateboarding will take place will be appropriate for the performance and will be clear of all other hazards. * Other cast and crew members will be briefed on action taking place & briefed to stay away from the performance area. * Clear communication will be in place between 1st AD and cast member skateboarding. * Adequate breaks will be in place between takes if required. |
| Cast member riding a scooter | **Cast, Crew** | * Cast member will be traveling along a suitable route, free from obstructions. * Cast member will demonstrate that they are competent at riding a scooter and are in good physical condition with no pre-existing conditions that could be worsened by this activity. * Scooter is in good condition and fit for purpose. * Pedestrian management is in place where necessary. |
| **Cast on rollerblades**   * Bodily injury * Slips, trips and falls | **Cast, Crew, Public (when in public areas)** | * Rollerblades are in good condition and fit for purpose. * This activity is taking place on a quiet road. * Crew will have control of the road to prevent access by members of the public. * Routes will be checked beforehand. * The cast is familiar with using rollerblades. * Adequate rehearsal time will be provided to ensure the cast members are comfortable and of a good enough standard. * Kneepads and wrist protection to be used where possible. |
| **Actor hitting golf balls**   * Someone being hit by the ball or club | **Cast, Crew, Public (when in public areas)** | * Actor is to be filmed hitting a golf ball. * Golf balls only to be hit into a suitable direction, away from other crew, cast and equipment. * No one is to be positioned in an area that the ball may be hit into. * Safe distances to be kept between crew, equipment and the actor when he is swinging the golf club. * Actor will be provided sufficient time for warm up and rehearsal. * If playing on a golf course, balls must only be hit once confirmed no other members of the public are on the hole being played. |
| **Cycling**– risk of crashes/injuries | **Cast, Crew, Public** | * All cast cycling will be competent cyclists * The bikes being used will be fit for purpose, brakes and tyres will be tested by competent person before use. * Cast will be given time to familiarise themselves with bike controls and cycling area * Adequate rehearsal time given. |
| **Extras/SAs** | **Cast, crew** | * Adequate holding space and welfare provision will be in place to cater for the number of SAs booked. * SAs will be briefed ahead of their introduction to the filming area, potential hazards will be outlined during the briefing. * Additional ADs/Location staff should be employed as necessary to manage the SAs. * SAs to be kept in their welfare area until they are needed on set. |
| **Welfare** | | |
| **Disease/Infection**   * Risk of infectious diseases * Risk of tropical diseases | Crew, Contributors | * All crew should possess the relevant vaccinations & inoculations required as recommended by the World Health Organisation & the FCO prior to departure. * Copies of all medical declarations from each team member should be held by the production & made available to the Producer in the event of an emergency. * Crew to always wash hands after using the toilet. * Crew to be issued with, & advised to use antibacterial hand gel. * Crew to wash hands everytime before eating. * Zika virus has been detected in Brazil within the last 3 months. * Good bite avoidance techniques to be followed by crew. * Crew advised to wear long sleev clothing and trousers, particualrly at night. * DEET insect repellant to be used and topped up regualrly. * Mosquito nets to be used in accomdation at all times. |
| **Hygiene**   * Risk of illness from poor hygiene practices | Crew, Contributors | * All crew should be experienced travellers and well aware of the need for good hygiene. * Crew should only drink filtered or bottled water. * Crew should avoid unwashed and uncooked foods. * Food should be prepared, cooked and stored in line with hygiene practices. * All team members will be up to date with all necessary vaccinations. * Washing facilities should always be made available. * Production should provide antiseptic hand gel and wipes to crew for personal use. |
| **Security**   * + Risk of theft of personal or production belongings | Crew, Contributor | * Crew should always be alert and aware of their surroundings. * Crew will not do anything so as to make themselves obvious targets e.g. wearing expensive clothing etc. * Crew will use drivers and vehicles agreed in advance with local team and should not travel with any other unauthorised taxi. * Crew will not venture into any areas that are known as crime hot spots. * In the event of any incident police will be immediately informed. * Crew will never carry large sums of cash. * Crew will avoid carrying valuables with them unless absolutely necessary. |
| **Welfare Facilities** | **Cast, Crew, Contributors, Contractors, Sub-contractors, SA’s** | * Adequate welfare facilities to be provided at all locations or in easy reach at Unit Base including appropriate toilet facilities, sustenance, hydration and for shelter and/or shade and rest * When night filming is being carried out temporary lights will be installed and sufficient security for equipment * Adequate and appropriate welfare facilities should be considered for aspects of the production from pre-rig to shoot to de-rig and location closure |
| **violent contributors/members of the public** | **Cast, crew** | * Try and familiarise yourself as much as possible with the surrounding area so you know where to run if needed and establish a safe location that you can rendezvous at. * Be aware of the warning signs of someone who may become violent e.g. clenched fists, shoulders tensing etc. * When faced with a potential or violent situation the following approaches may be useful, depending on the circumstances:   o appear calm  o avoid prolonged eye contact  o be aware of the tone of your voice  o Speak slowly and softly  o keep your distance; don't touch anyone threatening you  o be conscious of your posture, try to appear relaxed; distract - try to change the subject  o listen - the problem may be poor communication  o negotiate - try a compromise  o do not make retaliatory threats  o never allow the confrontational person to be between you and the exit  o try to place an object between you where possible such as a table or sofa   * If there are warning signs, move away immediately and create distance, using a barrier if possible, or go to a pre-arranged safe area. i.e. local shop, café etc. * If someone does start acting violent Call for help, but not in a way that may increase tension. * Try to be helpful and to understand the cause of the anger as it will help negotiate a satisfactory resolution. * Try not to take an aggressive verbal outburst personally in the heat of the moment. Anger is often meant for others who are seen to have created a situation, and taking it personally will reduce an ability to deal with the situation successfully. * Have a safe word pre-arranged between the crew so you can communicate to each other if you are feeling uncomfortable or threatened. |
| **Unit base**   * Risk of injury from temporary installation of equipment and facilities including moving vehicles | **Cast, Crew, Public (when in public areas)** | * A full recce of the unit base area is undertaken by the locations department. * All unit bases are clearly designed so as to take into account parking of trucks, positioning of temporary buildings and temporary walkways. * Access and egress routes are clearly defined and marked where necessary. * Adequate firefighting equipment is provided and adequately signposted. All people working in the Unit base are made aware of the location of firefighting equipment. * Firefighting equipment is regularly maintained and replaced as necessary. Each base is assessed in advance to take into account any extra hazards that may be applicable to certain locations. * All vehicles must stick to a slow speed limit when in the unit base of 5 mph. * Any large vehicle reversing must be overseen by a banksman. * Suitable welfare facilities are provided where need by trained and competent suppliers who supply the locations department with separate risk assessments. * All contractors working in the unit base should provide a risk assessment to the locations department via the production for any specific work undertaken within the base. * All departments must make the locations department aware of any known hazards that may affect the safety of others within the base or members of the public around the base. * Locations provide all departments and contractors details about the site and ask them to use equipment appropriate to the size, location and accessibility of the base. * All departments are issued with site rules to distribute to their employees. * Visitors to site and/or people who are unfamiliar with a unit base environment must be escorted and supervised by the person they’re visiting or a person with experience and knowledge of being in this environment. * All departments are required to inform locations of any access issues that members of their staff may have so that appropriate measures can be put in place to allow access to the site. * All tech equipment is fit for purpose and rigged appropriately, taking into account emergency egress routes etc. * Location’s department are to ensure that there is adequate lighting within the base until all departments have finished working in it. |
| **Physical Effects and Welfare**  Risk of tiredness and exhaustion due to activities  Risk of tiredness and exhaustion due to production schedule  Exposure to climate  Heat exhaustion/stroke  Sun burn  Fainting  Dizziness  Lack of concentration  Fatigue  Confusion | Crew, Contributors, Contractors | * The team will be briefed by the Producer about the likely demands and risks of the shoot upon arrival. * Every crew member will undergo a thorough medical before being confirmed for the shoot. * The schedule should allow for recovery time after long haul flights both outbound and inbound. * The schedule should allow for recovery time after dives prior to outbound long haul flights. * Relevant rest breaks need to be planned throughout the shoot. * Production need to be aware of the risks of long working hours and fatigue and need to convey these risks to the crew. * Schedules must be planned to avoid excessive hours and comply with relevant legislation. * Crew who self schedule must be trained to recognise the signs of fatigue and the measures to take to reduce the risks. * Working hours must be planned appropriately, monitored throughout the production and adjusted as necessary. * The working pattern must be organised so that the length of each day is not excessive. * Time spent travelling to and from the location should be included as part of the working day. * Working hours must be controlled to suit the climate. * Information must be given to the crew about the dangers of the sun. * Advise the wearing of loose fitted clothing which covers the body. * Provide adequate drinking water. * Where possible, air conditioned vehicles and facilities to be made available at locations so that people can rest in a cool place. * Shaded areas to be provided. * Everybody advised to manage sensible alcohol levels – too much will further dehydrate the body. * Monitoring of crew’s health to be continually monitored by the Producer. * When work is to be done outdoors, production must assess and, as necessary, control the risks due to the weather through provision of suitable clothing, welfare facilities etc. * Crew to be provided with the appropriate information and training regarding the current climatic conditions. * Crew are given adequate breaks to keep themselves hydrated and nourished. * Contingency and Emergency arrangements are in place. |
| **Cleanliness and Waste disposal**   * Unhygienic working conditions caused due to a lack of cleanliness * Risk or pest problems due to the accumulation of waste * Risk of pest problems due to unhygienic working conditions Increased risk of fire due to the accumulation of waste |  | * Provide adequate facilities for cleaning workplaces * Provide adequate facilities for the segregation and removal of waste * Furniture, furnishings and fittings in a workplace must be kept clean. * Premises/Health and Safety Managers should consider the ease at which these items can be kept clean when purchasing them. * All floors, walls and ceilings should also be kept clean. * The aforementioned can be kept clean by general cleaning, but where work activities and high level usage deems necessary, deep cleaning may be required to meet good hygiene standards. * Adequate facilities must be in place to ensure all waste is removed quickly and effectively. * In accordance with environmental legislation certain categories of waste have to be segregated, e.g. hazardous waste, batteries, technical equipment etc. * There are also legislative requirements to only transfer waste to authorised waste carriers and to keep records of the transfer of waste. |
| **Data Protection** | **Cast and crew** | * Controls are in place: all information gathered on individuals is only done so with that person’s knowledge * call sheets are only printed where necessary; * crew are briefed not to leave call sheets/paperwork lying around * the team are instructed to keep all paperwork and notebooks safe – do not transport information / use a clean notebook if travelling * be careful that information written down in notebooks doesn’t identify potential contributors * all paperwork to be collected and shredded by production at the end of the day * production to carry out a final sweep of location at the end of the day. * All electronic documents must be password encrypted. * Risk becomes LOW; when crew follow the controls as outlined in the protocol. |
| **Working hours** | **Cast, crew** | * Crew will follow EU working directive based on 12 hour days with 11 hours rest following wrap time before the next calltime. * Crew to ensure contributor(s) also do not to work excessively long hours. Any overruns to be mutually agreed before proceeding. * Accommodation to be provided close to location to reduce travelling. |
| **Mental health** | **Cast, contributors, members of public** | * It is critical that the production has a clear signposting system and process for additional psychological support for any crew who may be filming a particularly distressing/upsetting or emotional topic. * Ensure it is clear who is responsible for managing the mental health aspects of the production and that they have been adequately trained to do so. * Crew to be aware and acknowledge that filming and time periods away from home can increase pressure and have an impact on physical and mental well-being. * Crew to adopt safe working practices and good health practice including regular meals, water, rest, exercise whilst limiting alcohol intake. * Ensure the crew schedule in and take adequate rest and downtime * Office based team to check in with location crew on a daily basis with regards to their well-being; providing support as necessary * All crew to be mindful of colleague’s behaviour and actions, where something seems odd or different, if they feel able to, they should try to talk to the colleague or inform a senior member of the team about their concerns. * All crew to be advised of places/people/professionals they can talk to if they feel they would like to. * All crew to be made aware that if they see someone talking or behaving in way that they feel is unacceptable or inappropriate, that they should where possible interject at the time, or report it immediately to a senior member of the team. All concerns or issues raised should be dealt with efficiently and quickly to resolve or rectify the situation. This should be done in a private manner. * All crew to be given the opportunity or medium in which to open dialogue with senior members of the production or professional outside assistance if they need to. This could be via email or phone or by simply ensuring that they are informally given the opportunity to have a chat in person with a crew/production member. * Senior members of team to check in with crew with regards to their wellbeing. * When “checking-in” this should be done in a comfortable setting, preferably without members of the public around and with minimal crew/contributors around. * All crew and contributors to behave in an appropriate way and treat others, as they would expect to be treated. * Production crew are mindful of how they treat and interact with contributors; something as simple as using the wrong language can have a negative effect. |
| **Violent confrontations** |  | For violent confrontations, you could include the following:  RECOGNITION FACTORS   * Awareness of potential violence can improve confidence when working in potentially violent situations. * Always take particular care if a member of the public you come across is under the influence of drugs or alcohol, appears to be mentally unstable, or looks like they could behave in an unpredictable way: * re-evaluate and decide if you want to remove yourself from the situation. * Have a 'get-out' code pre-arranged between yourselves so you can communicate to each other if you are feeling uncomfortable or threatened.   DIFFUSION TECHNIQUES   * When faced with a potential or violent situation the following approaches may be useful, depending on the circumstances: * appear calm; * avoid prolonged eye contact; * be aware of the tone of your voice; * speak slowly and softly; * keep your distance; * don't touch anyone threatening you; * be conscious of your posture, try to appear relaxed; * distract - try to change the subject; * listen - the problem may be poor communication; * negotiate - try a compromise; * do not make retaliatory threats; |
| **Noise**   * Hearing damage | **Cast, Crew, Public** | * Hearing protection e.g. Ear plugs, of NRR of at least 39dB or an SNR of 20db, to be available to all crew/cast/SAs. * Crew advised to take regular breaks from high noise areas * Only necessary crew are to be present in noisy areas. * Once cast have finished scenes, they are to be taken to quieter areas. * Where possible the music should be kept lower than the upper WEL of 85 dB. |
| **Children** | | |
| **Children on set**   * Child protection issues | **Cast, Crew, Public (when in public areas)** | * Children to be supervised at all times. * Chaperones will be in attendance. * Local authority permits/licence in place. * Children’s working hours requirements complied with. * No crew or cast member will be left alone with a child. * The set will be inspected for any hazards that may be more of a risk to children and be made safe before the children enter. * Where it is not practicable to remove a hazard the child will be kept a safe distance from it and closely supervised. * Separate changing and toilet facilities to be provided. * All child cast members will be briefed to discuss each scene and ensure they fully understand what is expected of them and what is in place to keep them safe. * Crew to take extra care when using equipment around children, taking into consideration their inquisitive nature. |
| **Children Playing with Shopping Trolley**   * Slips, Trips, Fall * Impact Injuries * Over turning of Equipment | **Cast**  **Crew** | * Location to be recced ahead of any work taking place * Cast to be briefed on all action taking place * Route to be made safe before any action takes place * Action to be stopped if slippages take place. Area to be cleared and made safe before action begins again * Trolley to be checked for damage parts/wheels before action takes place * Children, cast and crew not to be inside shopping trolley at any point * Adequate rehearsal time in place for cast * Communication channels in place between crew along route * Crew to be briefed ahead of any action to take place * Crew and Cast to be made aware of safe areas where action wont take place * Safe camera positions to be agreed upon before and action takes place * Child Protection Issues Covered in ‘Children on Set’ |
| Baby on set Child protection issues | **Cast, Crew** | * Baby to be supervised at all times. * Working time limits for minors will be observed. * Chaperones will be in attendance. * Local authority permits/licence in place. * Children’s working hours requirements complied with. * Adequate number of breaks to be provided. * No crew or cast member will be left alone with the baby. * The set will be inspected for any hazards that may be more of a risk to children and be made safe before the children enter. * Where it is not practicable to remove a hazard the child will be kept a safe distance from it and closely supervised. * Separate changing and toilet facilities to be provided. * Food and drinks will be provided as and when needed. |
| **Public** | | |
| **Public Participation**   * Minor and major injury   **(L)** | **Persons at risk: Crew, contributors, public.** | * Crew may be filming in public areas during the shoot and will pick a location that does not cause an obstruction / block pedestrian’s right of way. Crew will always monitor equipment to ensure it does not cause any trips / falls. * Crew must not stand in the road to film and must stick to the pavement. * Whilst filming, team must ensure a second person is available to back watch throughout to ensure both safety of the general public and Crew. * Filming in public areas may generate interest from members of the public. If at any point Crew feel it is no longer safe for public or themselves to continue filming, they will cease and resume when any undue interest has dispersed. (L) |
| **Public Issues/Traffic** – Obstructions/slips/trip/falls/Crashes | **Cast, Crew, Public** | * Local residents, local authority and police to be made aware of filming activities. Permits in place as necessary. * Traffic Management will be in place for rehearsals and takes for scenes in the road. Any crew working in the road will wear Hi-Viz. * Filming and equipment areas will be marshalled or cordoned off as necessary. * Good housekeeping measures will be employed by production at all times. * Any camera track will be cordoned off and marshalled. * Any genie booms, cherry pickers/scissor lifts/scaff towers will be safely positioned, erected and operated by competent operators, and cordoned off as necessary. * Signs will be displayed as necessary to inform everyone that filming is taking place. * Cables minimised as much as possible, will be ramped, flown or matted where necessary. * Production will ensure they keep all fire exits in the venue free of obstructions. * Access routes for emergency vehicles will be kept clear at all times. |
| **Crowds**   * Crush * violence | **Cast** | * Production will firstly make a dynamic assessment for working in crowds taking into account size, environment, attitude, safe access and egress and other hazards both Cast and production may be exposed to. * Cast and crew to receive briefing as to emergency procedure appropriate to the environment. This may include fire exits or meeting points * Cast are supervised by production at all times. * Production to instruct cast on safe areas within crowds to work. * Should the production feel the cast are in danger they will all leave the area immediately to the pre-agreed meeting point. * Wherever possible, private areas will be reserved for filming in night clubs. |
| **filming near publics/crowds** |  | * Production will firstly make a dynamic assessment for working in crowds taking into account size, environment, attitude, safe access and egress and other hazards both cast and production may be exposed to. * Cast and crew to receive briefing as to emergency procedure appropriate to the environment. This may include fire exits or meeting points. * Cast are supervised by production at all times. * Production to instruct cast on safe areas within crowds to work. * Should the production feel the cast are in danger, they will all leave the area immediately to the pre-agreed meeting point. * Good housekeeping measures will be employed by production at all times. * Cables minimised as much as possible, will be ramped, flown or matted where necessary. * Production will ensure they keep all fire exits in the venue free of obstructions. * Signs will be displayed as necessary to inform everyone that filming is taking place. * Filming and equipment areas will be marshalled or cordoned off as necessary. |
| **New and expectant mothers**  Musculoskeletal disorders  Exhaustion  Fainting  Dizziness  Hunger  Exposure to harmful chemicals/agents |  | General –   * All manual handling will be assessed. * Work patterns will be organised to ensure the person does not suffer from exhaustion. * Rest Facilities will be provided. * Minimal physical activities should be undertaken. * Adequate breaks shall be taken throughout the day. * An additional female should always be present for any specific needs. * Enough food and drinks shall be provided. * Privacy (if needed/requested) shall be provided for breast feeding. * Lone working should be avoided at all costs. * A charged phone must be kept available in case there is a need to contact the emergency services. * Standing shall be avoided for prolonged periods of time.   Driving-   * Driving should be carried out smoothly with no harsh turnings. * Slow speeds should be used when going over speed bumps. * Expectant mother should be placed in the passenger seat of the car.   Exposure -   * Pregnant women should not be exposed to certain animals including lambs and pigs since they carry certain organisms/viruses which could cause miscarriage. * Visiting construction sites should be avoided.   Other -   * Ensure ergonomic risks are suitable controlled. * Use of display screen equipment will assessed and monitored. |
| **Environment/Atmosphere** | | |
| **Weather/environmental hazards**   * risks from wet, cold, or hot weather | **Cast, Crew** | * All crew/cast will be pre warned where the shoot is outdoors and to dress appropriately for weather conditions. * All crew are specifically reminded when shoot goes from day to night to dress appropriately for night shoots. * Throughout the day cast/crew will be able to have time away from the elements, and base themselves in a nearby unit facilities. * All crew will wear correct footwear, sufficient layers and waterproofs whenever necessary. * Heating will be provided where necessary * Ensure all electrical equipment is suitable for wet weather. * Suitable sun protection cream to be provided if necessary. * Plenty of water/hot drinks provided at location. |
| **Weather – General**   * Dehydration through excessive sweating in protective clothing * Lack of concentration * Heat exhaustion/stroke * Sun burn * Fainting * Dizziness * Fatigue * Confusion * Thunder and lightning * Rising water levels * Unmanageable tides/waves/currents * Low visibility * General risk of injury at night due to low visibility * Access and Egress may be compromised due to changeable weather or bad weather, rainstorms and possible cyclones * Emergency services being unable to reach casualties or delays in arrival as access to some locations is limited by the nature of the location * 4x4 vehicles and/or access by rescue plane/helicopter may be hampered by weather, and cannot take place during dark | Crew, contributors | * Crew to ensure sufficient amounts of food and water are consumed. * In excess of 2.5 litres of water per person may be required to replace fluids lost by excessive sweating whilst undertaking arduous manual tasks. * Sufficient amount of bottled water is available. * Crew not to drink from taps or rivers. * Alcohol to be avoided during downtime as this can be increase the risk of dehydration. * Regular breaks to be factored into each filming day with areas to rest in shade. * Weather reports to be monitored regularly each day and should be factored in when deciding filming activities. * Waterproof clothing to be available. * Areas not covered by clothing should be protected by high factor sunblock, provided by production. * Hats and sunglasses are recommended. * The Producer shall ensure that the crew are briefed to wear the right clothing according to the proposed activity and weather conditions. * Crew to monitor one another and periodically check for signs of heat injuries with the level of activity being altered accordingly. * Each crew member of the team will have the responsibility to look out for each other and make it known to others if they have any concerns about other members of the team. * Any minor injuries must be immediately reported to the DP and production. * Working hours must be controlled to suit the climate. * Information must be given to the crew about the dangers of the sun. * Where possible, air conditioned vehicles and facilities to be made available at locations so that people can rest in a cool place. * Shaded areas to be provided.   **If in adverse weather conditions such as thunder and lightning:**   * Cease all activity and seek shelter until weather improves. * All personnel to stand by & take shelter. * Ensure everybody is safe. * Minimise movement as it can be very slippery & muddy. * Move to higher ground if water levels begin to rise. * Communicate with production to inform them that you are safe and standing by. * If weather continues – consider returning to production only if it is safe to do so. * In thunder and Lightning storms, do not use phones or radios. * Stay away from metal objects. * If outside, do not stand near tall objects in open areas. * Avoid standing up on hilltops or open swamps. * Do not stand in small isolated structures in open areas. * If in the bush, crouch in low area under thick small bushes. * If isolated in open area and hair stands on end, lightning could strike - Drop to knees, Bend forward, Put hands on thighs, and do not lie on ground. * Ensure contingency and Emergency arrangements are in place. |
| **Hot environment**   * Dehydration | **Cast and Crew** | * Production to be provided with water and reminded to keep hydrated.. * Crew to inform production of any medical reason why they may not be allowed to partake in activities in hot environments. * Cast and production to take advice from venues and activity providers for specific safety requirements not covered in this generic assessment. * Should crew members feel ill of uncomfortable during the task they must inform a member of production who will remove them from the task. |
| **Overseas – working abroad**   * Unfamiliar weather conditions * Unfamiliar illnesses and conditions * Homesickness * Travellers sickness * Local custom and laws * Unfamiliar Locations * Electrical safety * Transport * Fitness to travel * Communications * Accident & injury * Evacuation and repatriation | Crew, contributors | * Notification to the British Embassy or Consulate of proposed production schedule and locations to be given prior to departure * Consult the 1st Option Country Page prior to departure for up to date incountry information. * Consult the FCO website page prior to departure for up to date incountry information. * Liaise with incountry ‘Fixer’ as to current political and security situation prior to departure. * Incountry brief to be delivered by the fixer representatives on arrival. * Awareness of local cultures and customs to be delivered to the crew upon arrival. * Observance of local laws to be adhered to at all times. * All crew should possess the relevant vaccinations & inoculations required as recommended by the World Health Organisation & the FCO prior to departure. * All crew should be fit for work and physically and mentally capable of fulfilling their duties competently and whilst away from their home environment for an extended period. * Copies of all medical declarations from each team member should be held by production & made available to the medical professional in the event of an emergency. * Seek expert medical advice prior to departure as to the need of appropriate vaccinations and inoculations and country specific medical equipment and health kits. * Crew to maintain high standards of personal hygiene. * Any injuries, illnesses, infections or accidents to be reported to the DP immediately for prompt treatment/action. * Emergency Response Procedures (ERP) and Emergency Management Plans (EMP) to be in place prior to the start of production. * All ERP’s and EMP’s to be conveyed to all crew and to be understood in the event of an emergency. * Trained First Aiders to be nominated and known to all crew. * Acclimatise to the climate slowly, keep hydrated, eat and drink sensibly and sleep well. |
| **Remote Environments**   * Risk of loss of communication * Mobile phone signal may be limited/non-existent * Sat phone communications may be restricted by terrain * Language barriers can cause problems between local and international crews | Crew, contributors | * All crew have vast amounts of experience of filming and working in these conditions. * Crew to have access to multiple methods of communication including mobile phones and satellite phones. * Crew to ensure all methods of communication are fully charged at the beginning of each day. * Emergency contacts, procedures and medical evacuations protocol to be provided to all representatives. * All crew will be made aware of how to work a satellite phone. |
| Filming in area with long grass  * possible risk of ticks in the area bites/infection/disease/ irritation | **Cast, Crew** | * Crew and cast where possible should avoid standing for long periods of time in long grass. * All cast and crew to wear trousers and long sleeve tops where possible. * Light coloured clothing to be worn where possible to make it easier to spot any ticks. * Crew advised to tuck trousers into socks when working in grassy areas. * Insect repellent (DEET) should be applied before commencing works and throughout the day. Where possible, it should also be applied to clothing. * Breaks should be taken away from all long grass areas. * Crew and cast should check themselves regularly and at the end of the day to ensure no ticks are on them. * Particular care should be taken to check armpits, behind knees, hairline, waist and groin areas.   **Removing ticks**   * In the event of any ticks being found on your body, the medic should be seen immediately. * Use fine tipped tweezers, or a tick-removal tool. * Grasp the tick by the head as close to the skin as possible. * Pull firmly and steadily, without twisting, as this could increase the risk of infection by prompting the tick to regurgitate saliva into the bite wound. * Antiseptic should be applied to the wound once removed.   If you feel unwell, have flu like symptoms and/or get a rash, see your doctor immediately and inform that it may be due to a tick bite. |
| **Earthquake**  Risk of injury from building collapse and entrapment  Risk of anxiety and panic attack  Damage or loss of utilities and services  Damage or loss of equipment  Damage or loss of communicaitons | Crew, Contributors, Contractors | * The Producer will provide a briefing regarding best and safe practice of what to do in the even of an earthquake. * With all incidents, the established emergency response procedures must be followed. * In all land accommodation, an open safe area to muster must be identified and communicated to all crew in the event of an emergency. * All crew will be advised to always have ready a ‘Grab Bag’ containing essential items including passport details/US Dollars/Head torch/water/energy bars/ hat/ gloves/ thermal layer/jacket/ERP & Emergency Contacts list copy/ spare batteries/Mobile phone etc, for use in an emergency. * In the event of an earthquake all crew should be provided with the following guidance:   **IF INDOORS:**   * Stay inside. Do not venture outdoors. * Drop to the ground; take cover by getting under a sturdy table or other piece of furniture; and hold on until the shaking stops. If there isn’t a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. * Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture. * Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place. * Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway. * Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave. * Be aware that the electricity may go out. * DO NOT use Lifts.   **IF OUTDOORS:**   * Stay outdoors. Do not venture inside. * Move away from buildings, streetlights, and utility wires. * Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.   **IF IN A MOVING VEHICLE:**   * Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. * Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.   **IF YOU BECOME TRAPPED UNDER DEBRIS:**   * Do not light a match. * Do not move about or kick up dust. * Cover your mouth with a handkerchief or clothing. * Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust. |
| **Volcanoes**   * Volcanic activity * Volcanic eruption * Exposure walking around the caldera rim * Falls of people * Falling objects * Rugged and inhospitable terrain * Difficult, unstable, loose terrain * Dense and harsh vegetation making it unpleasant to maouvere in * Difficult route finding * Unstable and razor sharp lava rock * Climatic conditions leading to dehydration and sun exposure * No shade availability on the open volcanic slopes * No water availability or potable water sources * Slips, trips and falls * Difficult to access whilst carrying equipment or kit * Inhalation of volcanic gas emissions * Risk of injury from foreign flying objects/rock/ash * Risk of injury from lava outflow * Poor communications and reception * Localised weather conditions – the ‘garua’ fog preventing helicopter uplift * Limited access and ‘tricky’ suitable landing zones for helicopter uplift. * Access and Egress may be compromised due to volcanic activity, changeable weather or bad weather, rainstorms and possible cyclones * Emergency services being unable to reach casualties or delays in arrival as access is limited by the nature of the location * 4x4 vehicles and/or access by rescue plane/helicopter may be hampered by volcanic eruption, weather, or daylight hours | Crew, Contributors, Contractors | * Ensure adequate food and water to keep energy and hydration levels maintained. * In excess of 2.5 litres of water per person may be required to replace fluids lost by excessive sweating whilst undertaking arduous manual tasks. * Weather reports will be checked and observed each day by the Producer and advice from the local guides taken with regard to the likely temperature/conditions in specific locations. * Seismic activity and relative seismic website monitoring services (such as <http://www.igepn.edu.ec>), should be checked each day by the Producer and advice from local guides taken with regard to the specific locations. * The Producer will brief the crew daily including weather report implications. If necessary, the safety team may stop activity and move to safety. * Information must be given to the crew about the dangers of the sun. * Areas not covered by clothing should be protected by high factor sunblock, provided by production. * Hats and sunglasses are essential. * The Producer shall ensure that the crew are briefed to wear the right clothing according to the proposed activity and weather conditions. * The Producer shall monitor all crew and periodically check for signs of heat related injuries or trauma. * All personnel to be adequately briefed on parameters of exposure and when to make shelter by the Producer. * The team should carry tarpaulin, poles (for shade) and survival equipment, at all times. * Anyone feeling tired, dehydrated or overheated must rest in provided shade and drink plenty of water immediately. * Adequate drinking water supplies will have to be made available at all times and carried/transported for all crew who should ensure that they carry water in day packs at all times. * Each crew member of the team will have the responsibility to look out for each other and make it known to others if they have any concerns about other members of the team. * The early signs of heat/cold injuries will be treated in situ; if symptoms persist sufferers should be referred to local medical facilities. * Any minor injuries must be immediately reported to the Producer. * Working hours must be controlled to suit the climate. * Regular breaks to be taken when working around fumeroles to minimise any potential gas inhalation. * Respiratory masks to be supplied and used if required to minimise the inhalation of gas substances emitted from the volcanoes. * If walking on or around the caldera rim, a safe distance from the edge should be established and maintained to minimise the risk of falling, of dropping objects, walking on unstable or loose edges, exposure to heights and/or high winds. * All participants must observe the Galapagos National Park Directorate (GNPD) rules and regulations when hiking within the national park. * **If in adverse weather conditions such as thunder and lightning:** * Cease all activity and seek shelter until weather improves. * All personnel to stand by & take shelter. * Ensure everybody is safe. * Minimise movement as it can be very slippery & muddy. * Move to higher ground if water levels begin to rise. * Communicate with production to inform them that you are safe and standing by. * If weather continues – consider returning to production only if it is safe to do so. * In thunder and Lightning storms, do not use phones or radios. * Stay away from metal objects. * If outside, do not stand near tall objects in open areas. * Avoid standing up on hilltops or open swamps. * Do not stand in small isolated structures in open areas. * If in the bush, crouch in low area under thick small bushes. * If isolated in open area and hair stands on end, lightning could strike - Drop to knees, Bend forward, Put hands on thighs, and do not lie on ground. * Ensure contingency and Emergency arrangements are in place. * Ensure good journey management is in place with regard to planned route, timings, proposed campsites, drop off and pick up points and landing zones for helicopters. * Obtain correct GPS routings from the Galapagos National Park Directorate (GNPD), in advance of hiking on volcanoes. * Ensure appropriate drop off and pick up points are designated and agreed. * Ensure adequate landing areas are identified for helicopter access prior to landing, in the event of emergency uplift being required. * Plan alternative transport for pick-up, such as a stand-by boat, in the event of poor weather or unsuitable terrain prevents helicopter access. * Ensure comms and back-up comms are in place, charged and checked (with spare battery/power packs) prior to commencing activities on volcanoes. |
| **Storms/lightning**  Major storms affect wide areas and can be accompanied by strong winds, heavy rain or snowfall, thunder, lightning, tornadoes and rough seas. They can cause damage to property and infrastructure, affect crops and livestock, disrupt essential services, and cause coastal inundation. | Cast, Crew and Public | * If in an area where storms are common, monitor local news for weather updates. * Follow Governmental and local advice for extreme weather. * Team will monitor for any indications or warnings of environmental or natural hazards * Personal medical packs and sterile needle kits are being carried. * Individual first aid kits are being carried. * First aid kits to be checked for serviceability. * The team has ascertained availability of emergency services and medical facilities in case of medical emergency. * Know the telephone numbers of the local emergency services and the address of the nearest medical centre. * Medical emergency and evacuation plan to be in place and protocols tested.   In the event of a Storm   * Don't walk around outside and avoid driving unless absolutely necessary. * Move indoors and close windows, external and internal doors. Pull curtains and drapes over unprotected glass areas to prevent injury from shattered or flying glass. * If the wind becomes destructive, stay away from doors and windows and shelter further inside the building. * Monitor weather updates and listen to local news sources as civil defence authorities will be broadcasting the most appropriate advice for your community and situation. * Water supplies can be affected so it is a good idea to store additional drinking water in vehicles and hotels. * Power cuts are possible in severe weather. Unplug technical equipment and small appliances which may be affected by electrical power surges. If power is lost, unplug major appliances to reduce the power surge and possible damage when power is restored. |
| **Lightning** |  | DURING   * When thunder roars, go indoors. A sturdy building is the safest place to be during a thunderstorm. * Pay attention to weather reports and warnings of thunderstorms. Be ready to change plans, if necessary, to be near shelter. * When you receive a thunderstorm warning or hear thunder, go inside immediately. * If indoors, avoid running water or using landline phones. Electricity can travel through plumbing and phone lines. * Protect your property. Unplug appliances and other electric devices. Secure outside furniture. * If boating or swimming, get to land and find a sturdy, grounded shelter or vehicle immediately. * If necessary, take shelter in a car with a metal top and sides. Do not touch anything metal. * Avoid flooded roadways.   AFTER   * Listen to authorities and weather forecasts for information on whether it is safe to go outside and instructions regarding potential flash flooding. * Watch for fallen power lines and trees. Report them immediately. |
| **Tornadoes**  A tornado is a narrow, violently rotating column of air extending downwards to the ground from the base of a thunderstorm. Warning signs include a long, continuous roar or rumble or a fast approaching cloud of debris which can sometimes be funnel shaped. | Cast, Crew and Public | In the event of a tornado   * Take shelter immediately. A basement offers the greatest safety. If underground shelter is not available, move to an interior room without windows on the lowest floor. Get under sturdy furniture and cover yourself with a mattress or blanket. * If caught outside, get away from trees if you can. Lie down flat in a nearby gully, ditch or low spot and protect your head. * If in a car, get out immediately and look for a safe place to shelter. Do not try to outrun a tornado or get under the vehicle for shelter. * Alert others if you can. * If possible, continue to listen to your local radio stations as emergency management officials will be broadcasting the most appropriate advice for your community and situation. * Check for injuries and help others if you can, especially people who require special assistance. |
| **Terrorism/ Violence** | Cast and Crew | * Follow advice of local authorities. * Crew will monitor local and national news for any threat level increases or warnings in country. * In the event of any terrorist threats crew will follow the advice of public service announcements and security personnel in the immediate area. * Crew will avoid all political/religious public protests * Crew will not engage in negative or aggressive conversations with the general public and will avoid aggressive situations on the road. * All movements and activities will be co-ordinated through the Producer on a daily basis and will receive security briefings and updates as required. * Have a layered security response procedure. * All team will adopt a low profile, to include the choice of appropriate vehicles, dress, activities and equipment. * The team will avoid recognised areas of crime and will be minimising time on the ground in any perceived higher risk and vulnerable locations. * The team will ensure that their POC is aware of their movements and will adhere to the comms plan. * The team will consider their ‘actions on’ at each location in event of terrorist activity to include safe zones, hard cover and RV points. * The team will share hotel room numbers and contact numbers with each other. * Continuously and dynamically monitor local situation. * Ensure robust communications * Ensure any threats or changes to situation are communicated across team at earliest opportunity and acknowledged * Team will carry individual medical kits * Crisis management plan to be in place and protocols tested. * Medical emergency and evacuation plan to be in place and protocols tested. |
| **Prison & Environment**   * Lack of awareness of prison protocol * Crowd surrounding crew and causing physical intimidation assault * Contributors/inmates * Personal injury through attack, assault * Kidnap |  | * Working in prisons requires discretion and sensitivity. Crew members must be respectful to prisoners and guards at all times. Interviews / conversations should not be provocative. Crew should be aware that security in Paraguayan prison complex is not impermeable and some prisoners may have access to weapons or items that can be fashioned as weapons. Fixers and accompanying prison security when in attendance will assess ongoing attitudes to crew displayed by prisoners and evaluate potential risks posed by prisoners to crew, communicating that immediately to them. Guidance to be taken from local fixer where appropriate. All crew will adhere to advice and guidance that is given by the guards/ and or police where applicable. * In the event that the production team becomes surrounded or blocked in by the crowd, they will stay together, and act on the instructions given by the Prison staff/Guards/Prison management. * Equipment will be kept to a minimum and not left unattended. REMEMBER YOUR SAFETY IS MORE IMOPORTANT THAN KIT! * Crew will listen and follow the guidance of prison management/ fixers and follow instructions. If threatened in any way, conversation will be stopped and crew are to remove themselves from the situation according to prison management instructions. * Prison management / allocated guards have the authority and mandate to declare a stop work at any time, and to order crew to leave the prison or any particular area of the prison at any time in the event that he considers crew safety to be at risk. (ie riot, major disturbance, specific threat to person and/ or equipment) Both crew members (and fixer when present) must comply with this decision and any discussions as to the necessity or wisdom of the evacuation etc must take place outside the prison or in an area that prison management considers to be a safe zone. * Prison management/ fixer will make regular assessments on the level of danger before and during recce. The office production team will be briefed on location addresses where possible and emergency contacts prior to the shoot. The crew also to be aware of the location of the crew vehicle. If there is a shooting / prison riot, the crew should not exit into a situation where they could be cornered with no exit or escape – crew to take advice from prison staff/ security * Whilst in the Prison the team may be accompanied by Correctional Officers (CO's)/Guards, however crew to take into consideration this is not a given. * If at any time the crew / fixer does not feel safe in the prison then, leave safely and accompanied at the earliest opportunity. Crew / fixers should refrain from making any discomfort or concern for their own safety known to the inmates. If inmates perceive a lack of trust on the part of crew members the relationship may deteriorate. Crew should endeavour to forge and maintain a relationship of mutual respect with prisoners and guards at all times. * Crew will also consider religious, gender, ethnicity, political or country of origin issues that could increase the risk to the crew. Avoid causing offence and antagonising any existing hostilities. * We may be conducting conversations with some contributors who may be putting their lives at risk to converse with us. In some situations the contributors for safety reasons must not be identified when talking to production. * If any inmates have been identified as hostile/aggressive, take advice from guards and prison management to avoid these individuals. * Crew should be aware that inmates may be under the influence of drugs or alcohol and may behave unpredictably from one day to the next as a result. Additionally, crew should be aware that inmates may be suffering from unidentified mental health issues. * Crew members should be aware of the existence of internal politics/hierarchies between inmates and staff. Utmost sensitivity and caution should be exercised to avoid generating internal conflicts, jealousies or unrest as a result of talking to film crew. * The crew to keep all paperwork relating to the sequence / questions for the contributor/paperwork with contributors name in it & call sheets and risk assessment OUT OF SIGHT and where possible not in the vicinity of contributors. * To mitigate against random attack/ assault crew, & additional role of the fixer to watch each others backs, especially when in populated and fluid areas of the prison. This applies additionally when outside of the prison sourcing GV’s or in transit. In the event of an assault, take direct advice from the fixers / prison staff and seek immediate medical attention. * In the event of kidnap, crew to immediately inform prison authorities, local police, consulate (details on call sheet) and London production who will inform further bodies required to address the situation from a legal, H&S POV. |
| **Excavations**   * Collapse of the excavation sides and ends * Materials falling onto people working in the excavation * People and vehicles falling into the excavation * People being struck by plant * Nearby structures being undermined * Contact with underground services * Access to the excavation * Fumes | Cast, Crew, Public | * Only trained/competent people will be in charge of an excavation and they will brief production crew on controls needed/procedures to follow etc before going on site * Sides and ends of excavation supported by battering to a safe angle or by being supported by timber, sheeting or proprietary support systems * No one allowed to go into unsupported excavations * Edges of excavation protected/fenced off to prevent falling objects/people/vehicles into excavation. * Any moving plant should be kept separate from people where possible. * Checks carried out on the structural safety of nearby structures * Checks carried out to locate any underground cables * Good ladder access or other safe ways of getting in and out of excavation provided * No fumes allowed in or near excavation. * Crew must only film in or near excavations that are controlled by a competent person and that have all safety controls in place. Crew should be briefed by competent person before going on site. * Crew must follow all safety rules, instructions as given and wear any PPE such as hard hats as necessary. * Production vehicles must be parked at safe distances as directed by competent person. Production must not site petrol or diesel engine equipment such as generators in or near the edge of excavation. * Production should check with competent person that checks have been carried out to ensure the excavation does not affect the footings of scaffolds or the foundations of nearby structures that may injure production crew if they collapse. * Production should check with competent person that checks have been made to ensure there is no danger from any underground cables. * Any production crew who may be entering the excavation should be fit enough to do so and also agile enough to get out quickly in an emergency. |
| **Road conditions**   * Slippery * Car collisions * Colliding with people | * **Cast** * **Crew** * **Public (when in public areas)** | * The road will be on an incline therefore low gears should be used. * The road will be checked to see if it is gritted for extra grip. * Unless the road is checked to be of a good standard without any slip hazards, driving shall not be undertaken until the road is gritted. * The road will be checked for any large pot holes or any further hazards. |
| **Cold – hypothermia and frostbite** |  | * The average air temperature in Leknes for April 2018 was 2.60C with a maximum of 10.90C and low of -11.40C (Taken from yr.no) * The average temperature in Bergen for April 2018 was 7.50C with a high of 20.20C and low of -5.30C * Standing on the windy deck of a boat will feel colder, and the weather around the Lofoten Islands is highly variable. Currently it has calmed after recent bad storms which are usual for this time of year. * Definitions below provided by NHS website: * Frostbite can occur in temperatures typically below -0.55oC mainly affecting the extremities. Symptoms usually begin with the affected part feeling cold and painful. As exposure continues the feeling of “pins and needle” may develop before the area becomes numb as the tissue freezes. * Temperatures are not that low, and the time spent outside unlikely to be that long, but people must still be aware of this risk, symptoms, and how it might progress. * If body extremities start to become painful, move inside immediately to warm up and seek medical advice if symptoms persist or become worse. * Hypothermia occurs when the body temperature drops below 35oC (normal is 37oC) and it can become life threatening if not treated quickly. * It can be caused by: * inadequate clothing in cold weather * falling into cold water * getting cold in wet clothes * living in a cold house * being very tired and cold * Symptoms include: * Early signs of hypothermia include: * shivering * cold and pale skin * slurred speech * fast breathing * tiredness * confusion * These are symptoms of mild hypothermia, where someone's body temperature is between 32C and 35C. * If their temperature drops to 32C or lower, they'll usually stop shivering completely and may pass out. * This is a sign that their condition is getting worse and emergency medical help is needed. * First aid for hypothermia * You need to warm the person up. * Follow these five steps: * Move them indoors. * Remove any wet clothing and dry them. * Wrap them in blankets. * Give them a warm non-alcoholic drink, but only if they can swallow normally. * Give energy food that contains sugar, such as a chocolate bar, but only if they can swallow normally. * If the person can't be moved indoors, find something for them to rest on to protect them from the cold ground, like a towel or a blanket. * If they don't appear to be breathing – and you know how to do it – give them CPR, but you must continue this until professional help arrives in the form of the ambulance service or a medical team. * Things to avoid * Some things can make hypothermia worse: * Don't put the person into a hot bath. * Don't massage their limbs. * Don't use heating lamps. * Don't give them alcohol to drink. * These actions can cause the heart to suddenly stop beating (cardiac arrest). * Protective clothing and considerations to mitigate the risk of cold related issues: * Suitable thermal clothing needs to be worn outside: Winter/Snow boots, base layers, winter trousers and coat, hat, glove liner, gloves, neck warmer. Consider hand warmers in gloves. * The car and buildings are obviously heated and relatively little time will be spent outside if stopping to talk to people. * Time outside will be on the deck of the ship, or moving between buildings. Extensive outdoor filming is not planned. * Rural areas are not being visited, so shelter will always be close by, although driving between locations we’ll potentially be further from indoor cover. * There’s good cellphone coverage all over Lofoten to call for help if a breakdown is to occur while driving. * Silver thermal blankets and additional clothing will be carried in the event of a breakdown or just if needed. * There are survival suits on the research vessel for everyone on board. |
| Working near a ‘Live’ & Active Airfield | Cast, Crew, Public, Other users of airfield | * **AT ALL TIMES, CAST AND CREW AGREE TO, AND WILL FOLLOW, THE SAFE SYSTEMS OF WORK AS PRESCRIBED BY THE AIRFIELD AND THEIR REPRESENTATIVES** * **HEADS OF DEPARTMENTS AND KEY PERSONNEL FOR PREP AND STRIKE WILL BE REQUIRED TO MANAGE THEIR TEAMS ACCORDINGLY AND REDUCE WORK REQUIREMENTS AND LIMIT TEAM NUMBERS AS MUCH AS POSSIBLE** * Where possible, all prep, shoot and strike operations should take place outside of airfield operational hours * Any prep or strike required to be undertaken during airfield operational hours, will be under the strict management of the airfield operational ground crew in conjunction with Locations and Safety Depts Representatives * All shooting requirements will take place outside of airfield operational hours * Prior to production commencing work, a safety briefing will be provided with Airfield Representatives which will include (but not be limited to):   + Any Location specific issues   + Overview of areas safe to access   + Inbound and outbound fixed wing activity will require personnel to stand by whilst the aircraft land and/or take-off   + Limitations of Site   + ‘No-Go’ or ‘Hazardous’ Areas   + Do’s and Don’ts whilst working as a film crew on site * AN Airfield Representative will work with production during Prep, Shoot and Strike * Personnel numbers will be managed and should be considered at this location * All personnel to remain at Unit Base/Tech Base/Crowd Holding/Welfare until required on set * All equipment, vehicles and machinery will be held at Tech Base * Under no circumstances will cast, crew or other associated production personnel wander off into areas not agreed for access * Under no circumstances will cast, crew or other associated production personnel enter the Helicopter Landing Zone or Runways without prior approval or permission * Under no circumstances will lone working be undertaken at any time * Under no circumstances will cast, crew and any other associated personnel with the production interrupt the operational service of the Airfield * All personnel to be wearing high visibility vests during Prep and Strike if working on the airfield * Prep, Shoot and Strike will be supervised at all times and liaison undertaken with operational staff on site to ensure that a safe system of work is adhered to in line with the Terms and Conditions of filming * At all times, Production will work with onsite airfield ground crew and be in full radio comms to oversee production versus airfield operations * Production movements will be treated as aviation traffic and managed accordingly in line with airfield traffic * If access to airfield or runways is required; personnel, equipment, vehicles and machinery will proceed down a controlled access point (adjacent to, but within safe distance of the helicopter working zone) to a security holding point, and only allowed access to the airfield and runways once clearance is given and confirmed by airfield Ops Team * All equipment, vehicles or machinery awaiting positioning on the airfield or runway will be stacked and stored safely at a pre-designated point at the holding areas * Access points to airfield and runways will be security managed both ends with access only permitted upon clearance from airfield Ops Team * No lighting, cabling, distribution boxes, generators, cranes, dressing or other equipment or materials will be positioned on the runway during operational hours (and must be cleared prior to airfield operations commence following a safety inspection of the runway) * All cranes to be rigged with booms down and only raised once airfield operations have ceased * On completion of filming, production will ensure that the location is clear of all equipment and the area left as agreed with White Waltham Airfield * All litter generated will be removed by production and all areas used will be cleaned and cleared to White Waltham Airfield satisfaction * Any alterations, removals or adjustments to facilities, structures, fixtures, fittings, equipment or aviation stock undertaken by production will be returned to their original condition and site, or as agreed with the Airfield * All areas should be adequately lit to minimise the risk of slips, trips and falls |
| **General** | | |
| **Working at height**  falls from height – people and/or equipment | **Cast, crew** | * Any temporary structures to be built, eg scaffolding, access towers and platforms will be erected by competent contractors * Working platforms will be provided with adequate edge protection, fully boarded floors, kick boards, nets or some arrangement to prevent anything falling and causing injury to people below, inc. a safe means of access and egress. * Harnesses and PPE will be worn as necessary during rigging and de-rigging of structures. * Tools will be safely secured to prevent them falling and injuring anyone below. * Temporary structures will be built on level ground, firm enough to take the weight, plus load without subsidence. * Exclusion zones will be in place as necessary during rigging and de-rigging. * Structures will not be placed in areas where it could be struck by vehicles, if this is impractical, barriers and warning signs will be used to redirect any traffic. * Structure will be signed off as safe for use by competent person on completion.   If rigging/working on roof structures –   * all structures to be inspected by competent person to ensure they are structurally sound to take the weight. * Weight loads calculated and maximum weight loadings not exceeded. * Safe access/ egress to be in place. * Harnesses to be worn as necessary.   If ladders are used –   * they will be for temporary short term use only. * Competent people will use the ladders. * Ladders will be in a good condition and fit for purpose. * They will be adequately secured/footed and regularly inspected for damage. * They will not be rested against fragile or insecure materials. * They will be positioned so that users do not have to over-stretch. * 3 points of contact at all times when on ladder. |
| **Slips, Trips and Falls - Outdoors**   * + Wet and muddy terrain   + Wet surfaces   + Miscellaneous rubbish, eg plastic bags   + Poor lighting   + Slippery surfaces   + Change from wet to dry floor surface   + Changes of level   + Slopes   + Vegetation, roots and deadfall on ground   + Unsuitable footwear | Crew, Contributor | * All crew must follow the advice and guidance of local guides. * Crew must move at a steady pace and take care with footings. * Crew should assist each other over obstacles and across difficult patches of ground * Crew should appropriate footwear for hiking and for working on marine craft and for all different types of terrain to be encountered. * Minimise movement at night. * Clean up any spills immediately and keep surfaces dry where possible. * Battery powered equipment to be used where possible. * Keep areas clear, remove rubbish and do not allow rubbish to build up. * Store items and equipment out of walkways and access routes. * Improve lighting levels and placement of light fittings to ensure more even lighting of all work areas. |
| **Slips/Trips/Falls - general** | **Cast, crew, public** | * Cables to be minimised as much as possible. Ramped, matted or flown where necessary. * Adequate lighting provided in all areas, including unit base. Particularly important for night shoots. * Good housekeeping procedures in place * Spillage procedures in place * Steps with 3 or more steps to have handrail provided – this includes facilities vehicles, e.g. trailers and catering buses. |
| **Manual handing**   * Lower back problems | **Crew** | * Manual handling should be avoided if possible. * Crew have no pre-existing medical issues which will be exasperated by the movement. (No back or neck injuries.) * Multiple numbers of crew to be used to remove item to distribute weight. * Back to be kept straight at all times and knees to be bent. * Avoid twisting at all costs. * Crew should be facing the way they are going. * One crew member to be used to navigate and not to manually handle the item. * The location of where the item to be placed should be known beforehand * Area to be kept clear when the manoeuvre is taking place. * If for any reason the Crew is uncomfortable, the manoeuvre will be abandoned and rest. |
| **Working Hours**   * + Tiredness   + Lack of concentration | **Cast, crew** | * Working time regulations to be adhered to at all times. * Suitable breaks for cast and crew will be built into the filming schedule. * Production to ensure that recommended breaks are adhered to. |
| **Lone Working**  Vulnerability of lone working  Security of lone working  Manual handling  Communication difficulties  Inexperience  No assistance in the event of an emergency  No assistance in the event of an incident or injury | Crew, Contributors, Contractors | * Should be avoided where possible. * In all locations, crew should operate in a minimum of 2, whether that 2nd person be a fellow team member, a pilot, a local guide or driver. * If lone working is unavoidable, then close communication contact is required with the Production Office. * Adequate information and instruction has been given and that emergency procedures are in place in those premises for fire, first aid and emergency evacuation. * Schedules will be designed to ensure adequate breaks are taken. * Lone worker will ensure they are aware of their surroundings before filming/working. * The task has been planned - there will be a clear itinerary in place, good lines of communication and interval check ins, with arrangements in place should contact not be made. * Should any potentially hostile situations arise, crew member will back off and not aggravate the situation. * Only competent persons will be allowed to work on their own. |
| **Lone working V2** |  | * Only competent persons will be allowed to work alone. Where possible the crew should not work alone at any time. * The lone worker will be in constant communication with another member of the team to ensure they are accounted for (via emailed schedule and established ‘call-in’ routine) * Lone worker sets out a working pattern and takes rest breaks. * Lone worker takes minimum amount of equipment to avoid injury whilst carry equipment. * Lone worker will check in with the Production team several times a day. * Should any potentially hostile situations arise the crew member will back off and not aggravate the situation. Any such events will be reported to the Production Manager * Lone workers will make sure they have any required medication on their person so they can self-administer in an emergency e.g. asthma inhaler or epi pen etc. |
| **Noise**  Vehicle engines  Aviation engines  Hearing Damage  Tinnitus | Crew, Contributors, Contractors | * Assess and control exposure to excessive levels of noise and sound. * Consider if the noisy activity has to happen at all, can it be done more quietly by turning the volume down. * Reduce the numbers exposed by restricting access to the noisy area. * Reduce the time individuals spend in the noisy area. * Use the quietest equipment possible. * Use barriers or screens to reduce the noise. * Use limited noise excluding headphones or ear defenders. * Ensure that the use of personal hearing protection is considered only as a last resort, when all other methods of control have been fully explored. * Insist that employees make use of the personal hearing protection or other control measures supplied to them. * Provide information, training and instruction to those likely to be exposed to high noise levels. |
| **Night Filming**   * Trips, slips, and falls | **Cast, crew, public** | * Adequate working lighting to be provided for night filming scenes. * Crew to be provided with head torches for working with equipment. * Areas to be inspected in advance to make sure they are clear from unnecessary equipment and obstructions. * Cast to be walked through areas prior to filming each night scene. * Where public lighting is switched off this will be done so in liaison with the relevant authorities and switched back on as soon as possible. * All areas where public lighting is cut will be under production control. |
| **Access & Egress**   * Obstructions / blocked exit routes * Slips, trips, falls * Collisions with passing / vehicles / pedestrians * Oversized vehicles accessing roadways that are too big / heavy for the road * Blocking of access for emergency vehicles * Delay in emergency evacuation due to unfamiliar locations, lack of signage and overcrowding of locations | Cast, crew, SAs, public | * Good housekeeping procedures to be exercised at all times. * Cables will be minimised as much as possible. This includes being ramped, matted or flown where necessary. * Spillage / wet floor procedures in place. * Care by all to be taken when at each location and awareness maintained of the potential hazards that may be present throughout the locations. * Appropriate vehicles will be deployed (with competent drivers) to transport personnel / equipment to set. * For the getting in and out of tech equipment to / from filming locations, production will proceed with caution, and where applicable, will schedule vehicle movements. * Traffic Management systems and, where applicable, road closures will be deployed where production use and / or film on public paths / streets / roads. This will be deployed to ensure the public are safely segregated from filming activities. * When filming, setting/striking, production and crew will ensure that no emergency access routes are blocked. * Number of cast and crew will not exceed the safe number for the location. * Cast and crew will familiarise themselves with the emergency exits at each location. * Production will ensure when dressing sets that emergency exit signs are not covers and exit routes remain clear. (See Fire Section for Further Controls) |
| **Access/Egress (short)** |  | * Cast and crew will familiarise themselves with the emergency exits at each location. * Number of cast and crew will not exceed the safe number for the location. * Good housekeeping procedures to be exercised at all times. * Cables to be minimised as much as possible. Ramped, matted or flown where necessary. * Spillage / wet floor procedures in place. * Care by all to be taken when at each location and awareness maintained of the potential hazards that may be present. |
| **Access/Egress – Limited Fire procedures**   * Delayed evacuation |  | * Emergency fire procedures are limited at this location. * Crew and cast will follow location procedures in the event of an evacuation.1st AD should brief everyone on first day at the location on the fire procedures in place – i.e. location of escape routes, how to raise the alarm, the designated muster point and location of fire extinguishers**.** * Production will ensure these are unlocked, and kept clear at all times. * Adequate numbers of fire extinguishers will be brought to the location by production – Water and a Co2. * Rubbish to be regularly removed. * Cast and crew will familiarise themselves with the emergency exits at each location. * Number of cast and crew will not exceed the safe number for the location. * Good housekeeping procedures to be exercised at all times. * Cables to be minimised as much as possible. Ramped, matted or flown where necessary. * Spillage / wet floor procedures in place. * Care by all to be taken when at each location and awareness maintained of the potential hazards that may be present. |
| **Access/Egress (abroad)** |  | * When working in any environment whether it be outdoor or indoor the team will familiarise themselves with access, fire exits and evacuation procedures. * When staying overnight in hotel accommodation, additional attention must be paid to the fire exits including windows and doors. * Any building used as overnight accommodation must have a clear and unhindered fire route / escape. * All crew and staff should take note of hazards that could cause a potential risk for the shoot (i.e. when setting up camera equipment, such as ramps and steps) and ensure that they do not block or restrict any of the access or exit points in a given location. |
| **On-site/on the day Recce** | **Cast, Crew, Public** | * As the locations have not been fully recce’d, the senior person on the team will undertake a dynamic risk assessment upon arrival, and implement suitable controls for any previously non assessed aspects. This information must be passed to the persons identified as being at risk on the assessment as well as back to the production team in the office. * Recording the findings:   It is preferable to write down the identified hazards and the planned control measures on the bottom of this RA form, but if this is not practicable it is acceptable to record the findings by speaking to camera and then ensuring the tape is passed to the Line Producer. |
| **Scenes and Props** | | |
| **Set dressing**  Possible risk of injuries if blackouts/scenery/dressing etc, which have been installed by production, are unstable and fall and hit someone, or collapse. | **Cast, crew** | * Sets have been designed by competent designer and constructed by competent team (see design risk assessments for further details) * Sets have been designed and constructed to withstand the weight of equipment, cast and crew. * Scenery will be safely secured by use of weights, ties etc. * Blackouts rigged by competent rigger (See riggers risk assessment for further details). * All electrical practical’s will be installed by competent electrician and safety tested before use. |
| **Blackouts**   * Possible risk of injuries if blackouts/scenery/dressing etc, which have been installed by production, are unstable and fall and hit someone, or collapse. * Limited visibility | **Cast, crew** | * Blackouts rigged by competent rigger (See riggers risk assessment for further details). * Blackout material used will be fire retardant. * Adequate lighting shall be in place whilst the blackouts are in use. * All blackouts placed must be taken off once filming has finished. |
| **Use of Props**   * possible risk of injuries from unsafe props and misuse of props | **Cast, crew** | * Art department to ensure that all props are safe to use. * Where required actors to be instructed on the safe use of props. |
| **Use of sharp props**   * Possible risk of injuries from unsafe props and misuse of props | **Cast, crew** | * Art department to ensure that all props are safe to use. * The use of these props shall be under the supervision and guidance of a competent person. * Any phobias shall be made known beforehand. * If possible, the use of sharps shall be blunt or fake. * If sharps are used, care must be taken when in use. * Prior to using the sharps, all crew and cast members will be made aware of its usage. * Only necessary crew and cast are to be in the area when sharps are being used. * A first aid kit shall be present on standby. * When sharps are not in use, they shall be stored in an allocated specific area. * Only delegated personal are to handle sharps. * When using the retractable needle, it must be in the closed position at all times when not in use. * Where required actors to be instructed on the safe use of props. * Any disposals of sharps shall be placed in a medical disposal bag/labelled bag. |
| **Medical Props** | **Cast, crew** | * Medical props shall be purchased/rented by a reputable supplier. * These props shall be set up/constructed by a competent person. * The use of these medical props shall be under the supervision and guidance of a competent person. * Spillage procedures shall be in place. * Cast shall be warned beforehand on the use of fake blood. * Any phobias shall be made known beforehand. * Any allergies shall be made known beforehand. * If possible, the use of sharps shall be blunt or fake. * If sharps are used, care must be taken when in use. * Prior to using the sharps, all crew and cast members will be made aware of its usage. * Only necessary crew and cast are to be in the area when sharps are being used. * A first aid kit shall be present on standby. * When sharps are not in use, they shall be stored in an allocated specific area. * Only delegated personal are to handle sharps. * When using the retractable needle, it must be in the closed position at all times when not in use. * Where required actors to be instructed on the safe use of props. * Any disposals of sharps shall be placed in a medical disposal bag/labelled bag. |
| **Fair ground rides**   * Mechanical malfunction * Fall from ride | **Cast, Crew, Public (when in public areas)** | * Vintage fairground rides are being provided by Carters Steam Fair. * All rides will be brought onto site and installed by Carters Steam Fair crew. * **Refer to Fairground Ride Company RA for further details.** * All rides have valid inspection certificates confirming they are fit for purpose and can be used. * All ride operators must be able to provide evidence of inspection by competent person under the HSE-supported Amusement Devices Inspection Procedures Scheme (ADIPS). * Rides are to be placed on flat ground, accounting for soft ground following rain. * Crew to receive briefing from the ride providers when determining use of the rides. * All rides will be placed on secure ground, accounting for soft ground due to rain. * Any cameras attached to the rides will be done under the supervision of the ride operators. * Any equipment used on the rides or attached to them must be secured and have a secondary tether/bond to prevent falling off. |
| **Use of Gas Balloon:**   * Crashes (due to pilot error/adverse weather conditions/failure of balloon) * Fire/explosion caused by any leaking gas * Falls out of the basket – people/equipment * Ill health from being in balloon basket in cold conditions | **Cast, Crew** | * A competent and experienced Balloon company are being used – Flying Pictures * Balloon Pilot holds an in date Commercial Pilots Licence for Balloons (CPL Balloons). * The Balloon being used has a certificate of airworthiness and has been approved by the CAA. * All relevant CAA permissions for the balloon flight are in place. * Flying Pictures have an AOC. * Weather forecasts from the Met office are being monitored by Flying Pictures and production. Balloon flight will not take place in unsuitable weather conditions – pilot’s decision is final on the day. * Flying Pictures have recced the flying area to ensure there are no power lines or other obstructions that could endanger the balloon. * Wind direction and speed to be monitored and predicted landing area to be identified prior to flight – flying over populated areas to be avoided. * The gas being used is helium – an inert gas. The gas system meets industry standards, fitted and checked by competent person. * Balloon basket meets industry standards and has been certified for the weight to be carried. * Safety harnesses and fastenings are fitted into the basket – they are confirmed as suitable and in good condition by competent person. Advice sought from pilot on when cast/crew need to be harnessed in – fitting of harnesses to be supervised by competent person. Pilot to approve all fastenings prior to take off. * Pilot will give safety briefing before balloon sets off which will include what actions to take in an emergency situation. * All equipment carried for filming purposes will either be securely rigged to outside of basket with additional safety lines attached or fitted with lanyards if handheld within the basket. Equipment will be stowed away securely when not in use and for landing. * Sides of basket to be of industry standard height. Where shots require a greater view of cast to be seen, secured “step up” or folding false floor to be utilised, when in use all cast/crew to be harnessed off within basket. * Monitors to be used for hand held cameras and not viewfinders, where possible, as increased risk of damage to eye/eye socket due to movement of basket * Minimal amount of time as possible will be spent in open air in the basket - Suitable clothing will be worn for weather/environmental conditions – preferably natural fibres. * First aid kit will be carried in the basket. * A spotter vehicle will be following the balloons journey from the ground – paramedic will accompany the spotter vehicle so will be present at the landing. |
| **Make up, hair and costume**  Some make up materials may cause an allergic reaction to some people | **Cast**  **Crew** | * Production have employed the services of a professional and competent makeup team * Make up team will ensure that cast members are aware of the products being used an if required a skin test to be applied prior to full make up completed * Only a small quantity of makeup products to be carried at any one time * All products to be stored in suitable containers reducing the risk of spillage * Any products that require COSHH recording shall be done prior to use * Relevant Risk assessments to be completed by makeup team as required |
| **Costumes – Cleaning and use of irons, steam irons**   * Burns | **Cast, Crew** | * Irons and steam irons must only be used by competent and experienced persons. * Use of these must be as per manufacturer’s instructions at all times. * Devices must not be left on unattended or overnight. * No member of cast is to be allowed to use any of these devices or unauthorised members of crew. * In the event of any burns, the medic/1st aider should be seen immediately and treated appropriately. * Accident report form must also be completed. |
| **Use of Lift**   * Dysfunctioning of the lift * Claustrophobia |  | * Lift needs to be inspected by a technician * Technician needs to be present at all times during the use of the lift * If by any chance the lift is not fit from the advice of the technician, the lift will not be used. * Cast must be made sure that they aren’t susceptible to claustrophobia * Communication should be made at all times for the cast in the lift and the 1st AD/technician. * The load inside the lift must be adhered to and not exceeded. * Minimum equipment to be left in the lift |
| **Other – Hospitals**   * Risk of accident/injury * Risk of disease/infection * Patient care/aftercare   Risk Level: High | Contributors  Crew  Public | * When filming in hospitals, the welfare of crew and patients will be paramount. Filming in a mental health hospital where patients will be receiving treatment from psychiatrists and doctors. * Production team are to ensure they follow strict protocol of the hospital when filming and adhere to method statements/risk assessment issued by the hospital. * Crew will be accompanied at all times by representative of the hospital and will not be left alone with patients. Crew will sign in/out of the building and will be escorted through the hospital. Crew will be aware of areas they can and can’t film and where equipment can be placed safely. PD will be aware of hazard areas and areas where controls are needed in terms of equipment and lighting. * If patients are becoming distressed by the presence of cameras, filming will cease and PD to ensure the patients are happy to be filmed before they film again. Consent will have been given prior to filming by patients and members of the medical team. * If a patient becomes violent or aggressive, crew are to cease filming and relocate to a safe place. Crew will have been briefed on the likelihood of persons who may become aggressive. PD, AP will ensure they are accompanied by a doctor or hospital representative when filming these contributors, will not film alone and will have a safe place allocated to them. If necessary security measures will be put in place before filming. * There should be no risk of disease in this type of hospital but the crew will follow hospital regulations and wash hands, use sanitizers when filming, clean equipment and wear any appropriate clothing. * Crew to ensure that they film observationally and will not obstruct the day to day running of the hospital or block any access routes in the event of an emergency. * Crew are to have a basic DBS check. * Risk level: Medium |
| **Lawn mower**   * Cuts: Cuts can occur anywhere on the body but most often occur on the hands and feet from the sharp blades. * Burns: The hot engine, gas tank or exhaust of a lawnmower can cause burns. * Missile Injuries: A variety of injuries may be caused by items, such as wires or loose objects in the lawn, being thrown from the spinning blades. * Fractures (Broken Bones): The rotating blades of a mower can cause broken bones if you come in contact with them * Amputations: The sharp blades of a mower can amputate part of an arm, leg, hand or foot. Burns, cuts and fractures can be so severe that the injured part of the body requires amputation to prevent infection and further complications. |  | * Read your mower's instruction manual prior to use. * Keep your mower in good working order with sharp blades. Only use a mower that has protection over hot and sharp parts. * Pick up potential flying objects, such as stones, toys and debris, before you start mowing. * Wear goggles, hearing protection, gloves and long pants. Always wear sturdy close-toed shoes while mowing the lawn. * Do not drink alcohol or use other substances before or while using your lawnmower. * Do not remove safety devices or guards on switches. * Never insert hands or feet into the mower to remove grass or debris. Even with the motor turned off, the blade can still be spinning. Use a stick or broom handle instead. * Never lift a mower by the bottom for transport; the blades can cut fingers even if they are not moving. * Never cut grass when it is wet or damp. * Never allow children under age 12 to operate a push mower or those under 16 to drive a riding mower. Keep children off the lawn while mowing, and never have a passenger on your riding mower, especially a child. * Do not pull a mower backward or ride it in reverse unless necessary. |
| **Pressure washer** |  | * Please follow all safety instructions and caution stickers on the washer. * Always wear safety goggles and closed-toe shoes, and protect yourself from the possibility of direct spray. * Always find a flat area for the pressure washer to be placed before starting your project. * When using your pressure washer, never point the gun at any person or pet. * It is always a good idea to test wash a small hidden area first. * Firmly hold the gun assembly properly, engaging the safety latches when not spraying. The safety latches prevent water from spraying accidentally. * After turning off the pressure washer, always release any pressure by squeezing the trigger before disconnecting the hoses and nozzles. * The engine and motor of a pressure washer can get very hot after extended use, so use caution when moving the washer. * Never allow children to play around a pressure washer when it is in use. |
| **Use of Shutter door**   * action will include actors walking towards a large shutter door, which will open as they approach   Risk of injuries to those taking part  Impact injury   * Crushing Injury | **Cast** | * Permissions for use of shutter door to be obtained from location owner. * Use of the shutter door for this sequence to be undertaken with location owner. * Production to understand how to operate door, along with any emergency information required. * Sequence with shutter door be carefully timed * Shutter to be under the control of production for this sequence. * Shutter features an emergency stop button and cannot fully descend if an object is detected. * Safe camera and crew positions adhered to by production * Scenes will be carefully choreographed prior to filming * Adequate block through and rehearsal time given. |
| Use of Hay or Straw as set dressing Increased fire risk | **Cast, Crew, Public** | * Where possible hay or straw used in areas away from animals shall be flame retardant. It is recommended that it is damped down every 4 hours otherwise. * Care should be taken with the placing of any hot equipment e.g. lights. These should be secured and manned as necessary. * No naked flames / smoking near the hay. Fire extinguishing media on standby. |
| **Food and drinks** | | |
| **Prop food – Eaten by cast**   * Allergic reactions * Food poisoning | **Cast, Crew** | * A reputable catering company will be providing all food for scenes. * Allergies and food intolerances to be accounted for beforehand. * All food to be fully cooked if it is to be eaten by any cast. * Food to be appropriately stored before each take and kept at suitable temperatures. * Good food hygiene practices to be followed by all persons handling food. * All food waste is to be disposed of appropriately after use. |
| **Prop food – BBQ**   * Allergic reactions * Food poisoning | **Cast, Crew** | * Camera person will have a back watcher, around all movements around the BBQ. * Suitable firefighting equipment such as a bucket of water or fire extinguisher should be located nearby whilst the BBQ is lit. * Dedicated fire watcher is to be appointed, and they are to ensure the BBQ is extinguished once filming stops. They should remain on set for an hour after it is extinguished to make sure that it does not ignite. * All crew to remain a safe distance away, no equipment placed near the BBQ or above it. * Care to be taken when extinguished as it will remain hot. * Anyone near the fire (i.e. the person using it) should have no loose clothing that may blow/fall into the fire, * BBQ should not be left unattended, * Use of the fire/BBQ should be reassessed on the day depending on weather conditions. It should not used on very windy days when ash/debris may blow out of the fire. * Any food required to be eaten will be fit for human consumption * Allergies and food intolerances to be accounted for beforehand. * All food to be fully cooked if it is to be eaten by any cast. * Food to be appropriately stored before each take and kept at suitable temperatures. * Good food hygiene practices to be followed by all persons handling food. * All food waste is to be disposed of appropriately after use. |
| **Food Safety** |  | * Ensure those preparing food follow and maintain good personal hygiene such as: tying long hair back; covering all cuts and grazes with blue plasters (so it can be seen if it drops into food) and remove any rings or other hand jewellery. * Always wash hands thoroughly with soap and hot water and dry hands with a clean hand towel (not a tea towel or apron). * Always ensure hands are washed after visiting the toilet, handling raw food such as eggs, blowing your nose or touching animals, smoking or eating etc. * Check any staff with symptoms of diarrhoea or vomiting are excluded from food preparation and handling until they are 48 hours symptom free. * Wash and replace used kitchen cloths, sponges and tea towels frequently.   Food Preparation   * Ensure foods are bought from a reputable supplier, preferably just before you need them, and make sure that they are well within their ‘use by’ and ‘best before’ dates. * Store dry goods and ready to eat foods in sealable food grade containers, and away from raw foods. * Segregate raw and cooked food storage in fridges, freezers and in general storage. * Make sure that surfaces, chopping boards, bowls, knives and other utensils are thoroughly clean and disinfected after each use . (Remember - damp sponges and cloths are the perfect place for bacteria to breed. * Use different chopping boards/work surfaces for raw food and ready to eat foods, meats, salads and vegetables. * Keep foods at the right temperature (below 8°C for chilled, above 63°C for cooking). * Keep products containing cream or butter icing in the fridge (below 8°C) until needed, and make sure they are kept chilled before being served. * Avoid the use of high risk products, such as raw eggs in anything that won't be thoroughly cooked, such as icing or mousse. * Food/liquid spillages to be cleaned up immediately.   Food Allergens   * Cook and prepare separately any food known to cause allergies. I.e. wash down surfaces and utensils that have been used prior to making other dishes or cakes. * Raise awareness of the ingredients used to production teams and or label the cakes/products if being donated to bake sales with the name of the person who made them, the date they were made and a list of ingredients. This is particularly important for cakes and other products containing nuts. * If offering for sale or taste testing any products that may contain allergens ensure they are sliced or sampled with the same knife and ask the tester about any known allergens or food sensitivities before testing. Tell people what allergens food may contain. * Always check with a child parent or guardian before allowing a child to taste test products. |
| **Food and Drinking water for Crew and cast on production** | **Cast, Crew, Contributors, Contractors, Sub-contractors, SA’s** | * When working abroad in any country, personnel should take time to acclimatise to the change of diet and climate * All personnel should ensure that any allergies or dietary requirements are made known to Production, restaurant staff, caterers and cooks in advance. There should be appropriate medicine for allergy induced emergencies * Good personal hygiene practices should be in place * Hands must be washed thoroughly before touching the mouth e.g. eating or drinking * All personnel should avoid unwashed and uncooked foods * All personnel should avoid manhandling ‘sharing’ food from the same receptacle, such as dried fruits and nuts * If dining out locally, crew should eat at reputable restaurants as far as possible * Production to provide an adequate supply of drinking water in readily accessible places * Cast and crew will be provided with filtered or bottled water * Ensure the water supply and any secondary sources are free from contamination * Ensure that any non-drinkable water supplies are clearly marked as such * Cast and crew are issued with, & advised to use, antibacterial hand gel at all times for optimum hygiene levels |
| **Food Hygiene**  Some scenes involve artists eating food.   * Risk of food contamination and food poisoning causing illness. * Food debris may attract vermin. | Cast and crew | * The persons preparing the food will have training in food preparation and understand the basics of cross contamination and basic food hygiene. * Where possible, the food used on set will be low risk, ready to eat food which has been prepared in an appropriate area that has been properly sanitised by thorough cleaning with anti bacterial solutions. * All utensils will be properly cleaned. * If it is to be heated, meat will be heated thoroughly to at least 75°C right through. * Food will be kept below 5°C or above 65°C until ready to be eaten. * There will be facilities for hand washing prior to handling or eating food. * Food will only be left on set for short periods and then replaced with fresh food. * The area will be kept clean and any food debris removed regularly. |
| **Medical** | | |
| **EpiPens**   * EpiPens or similar auto-injector devices (such as Emirade or Jext) are prescription-only medications in this country. (The exception to this is if you’re a qualified and registered medic (such as unit medics/private paramedics etc.) who can acquire them through various channels for their professional kits. | Individual | The letter of the law states that the following people can administer them:   * Someone suffering a reaction who has been prescribed an auto-injector by their GP/specialist doctor can inject themselves. * omeone who has been on an Auto-injectors 2 day course and has passed (i.e. holds the certificate) can administer them. (Many companies offer these courses – can be found via Google search). * A qualified paramedic can administer them. * A certified First Responder can administer them (NOT the same as a First Aider - the Responder qualification is substantially more advanced). * A medical professional such as a doctor or nurse (as long as they aren’t struck off or suspended for any reason) – OR if a medical professional has advised it is administered to save someone’s life after seeking medical advice via either 999 or 101 but you should keep documentation to show you were advised to do so (999 and 101 calls are recorded so note time, date, and person you spoke to, and be aware that this is in extremis only).   The following people cannot administer them, according to the law:   * First Aiders (unless they hold the separate 2 day curse certificate) * Anyone else who isn’t a medical professional or course certificate holder who is about to inject someone else. * Someone who doesn’t have a prescription for an auto-injector on themselves.   NOTES ON ALLERGIES:   * NOT all allergic reactions are anaphylactic, therefore not all allergic reactions require the use of an Epipen/auto-injector. Some are treatable with just over-the-counter antihistamines and/or oral steroid tablets on prescription (not available over the counter). * The 2 day course is designed to teach people the differences so they are qualified to be able to discern if a reaction is just a reaction, or if it’s anaphylaxis. * Administering adrenaline/epinephrine to someone not in anaphylaxis is very dangerous. The drug dose in the devices is high! * Anyone who has allergies badly enough to have a risk of anaphylaxis is extremely likely to carry at least one device on them when out of the house. If you have someone in your production/premises who has an auto-injector, create a plan with them about where it will be stored and what the plan will be if it’s needed.   IF SOMEONE WHO IS PRESCRIBED A DEVICE DOESN’T BRING IT TO SET/LOSES IT:   * If you have someone who has forgotten their device, and they can’t return home to collect it, you can ask them to contact their GP to provide one of the following: * either a fax on practice letter-headed paper advising that they are prescribed them, and then arrange an urgent appointment at a local GP surgery or prescribing walk-in centre to obtain a replacement prescription. This can then be taken down to a local pharmacy for dispensing on behalf of the person. * or a faxed prescription from their own GP for the devices can be sent to a local pharmacy so it can be collected on behalf of the person needing it. * If they won’t do that (very unlikely but I’ve known it happen once) you can instead buy an antihistamine over the counter in any pharmacy (CHLORPHENIRAMINE MALEATE is the generic drug name) and they can use that if something happens. Make sure that you advise them in writing that you have sought health & safety consultants’ advice on this and are offering the above procedures to them for replacing the auto-injector, and if they choose not to do so they do so at their own risk and that you have the above named antihistamine on set that they can use should need arise. Set delivery and read receipts before sending the email so you have proof this written notice was received.   NOTES ON AUTO-INJECTORS:   * There are different brands, of which EpiPen is just one. * Currently there is a manufacturing issue with EpiPens so many people are being prescribed alternatives (in the UK, these are EMIRADE or JEXT) but they all function the same way and contain the same drug and dosage. * They have relatively short shelf-lives so if you have any, regular checks should be made on the EXPIRY DATE on each device. Don’t assume that because they were prescribed at the same time that they are from the same batch and have the same time-ex date on them! |
| **Claustrophobia** |  | * Risk of crew or contributor experiencing claustrophobia. People suffering from it may experience anxiety, panic attacks, intense sweating, difficulty concentrating and have a hard time breathing when in a small space. * If any crew experiences claustrophobia, there are several steps they could take including: * Take it easy. Don’t push yourself and tell the group that you’re taking a moment. Try to find a relaxed spot to sit down and calm down. * Focus on your breathing. Breathing slow and deeply will help ease your mind as well as taking your thoughts off being confined. Try to count to three on each breath. * Mindfulness. Remind yourself: this uncomfortable feeling is produced internally, and it will pass. * Challenge the feeling. Acknowledge the fear is not real, and constantly remind yourself of this. Undermine its authority by visualizing positive scenario’s and feelings. * Redirect focus. Try to redirect your focus by, for example, paying attention to the people around you or the time passing. An old army trick is to memorize any eight figured number (that isn’t too easy) and constantly repeat the number mentally. * If the feeling persists, person should leave the cave and only return if/when they feel able to do so. |
| **Rabies** |  | * Local animals (including dogs and bats) may carry rabies. The crew will not be handling bats and few if any dogs are within the area so the risk of being bitten by an infected animal is very low. * If anyone is bitten or thinks they have had saliva in an open wound then they should immediately wash the wound with soap and water, disinfect with iodine or alcohol-based disinfectant, and go straight to hospital as there is a risk of rabies. * Post infection treatment is almost 100% effective even for people without immunization so long as treatment begins straight away. * The crew will ensure that they wear long clothing during and solid footwear when filming and keep alert for any canines. |
| **Deep vein thrombosis (DVT) – long flights** |  | * Deep vein thrombosis (DVT) occurs when a blood clot (thrombus) forms in one or more of the deep veins in your body, usually in your legs. DVT can cause leg pain or swelling. * DVT can develop if you don't move for a long time, such as on long-haul flights. DVT can be very serious because blood clots in your veins can break loose, travel through your bloodstream and lodge in your lungs, blocking blood flow (pulmonary embolism). * The crew will get up and move around regularly on long flights and car journeys. They will also wear compression socks on long flights. * In the event of an emergency incident whilst flying, the crew will adhere to the instructions of the pilot and cabin crew. * Crew will only be flying on commercial airlines for this shoot. |
| **Other** | | |
| **Hiking**   * Risk of physical exertion * Risk of injury (new or pre-existing) * Risk of slips, trips or falls * Risk of induced vertigo or feeling unbalanced | Crew, Contributors | * The team will be briefed by the local guides about the likely demands and risks of the proposed hike, where required. * Each crew member if physically fit for the expected level of activity. * Crew members involved in the activity should already be experienced in hiking and have undertaken relevant training and experience within these locations. * Suitable footwear will be worn at all time. * Crew will be provided with suitable equipment, food and water for the duration of their hike. * No crew member will undertake the activity alone or unguided. * Backpacks will be a suitable size and fitted to the wearer by the specialist activity instructor/guide. * Ensure adequate food and water to keep energy and hydration levels maintained. * In excess of 2.5 litres of water per person may be required to replace fluids lost by excessive sweating whilst hiking in arduous conditions. * Weather reports will be checked and observed each day by the Producer and advice from the local guides taken with regard to the likely temperature/conditions in specific locations. * Information must be given to the crew about the dangers of the sun. * Areas not covered by clothing should be protected by high factor sunblock, provided by production. * Hats and sunglasses are essential. * The Producer shall ensure that the crew are briefed to wear the right clothing according to the proposed activity and weather conditions. * The Producer shall monitor all crew and periodically check for signs of heat related injuries or trauma. * All personnel to be adequately briefed on parameters of exposure and when to make shelter by the Producer. * Anyone feeling tired, dehydrated or overheated must rest in provided shade and drink plenty of water immediately. * Each crew member of the team will have the responsibility to look out for each other and make it known to others if they have any concerns about other members of the team. * Any minor injuries must be immediately reported to the Producer. |
| **Data Protection (GDPR)** |  | * All contributor and staff personal information including address, passports, account information, personal data etc. will be stored either on the computer in password protected folders or contained in folders locked away in secure cupboards/drawers. * Release forms must not be left alone on location shoots. At the end of a shoot place into a sealed envelope for a member of production to safely return to the office and store securely. This information will not be used for any other purpose other than the production and not shared. * We will be using a system called “RIMMS” which will securely store release forms to a cloud. Only designated members of production will have access to this drive and it is password protected. * The IPad’s use a passcode to gain access. The completed release forms are not stored on the IPad itself. * Should the IPad be stolen or lost inform a member of production immediately who will contact RIMMS and the IPad will be locked down remotely. * All laptops and Ipads should be password protected and only those who need to use them should have access to the password. No password should be written on the device. * Any images of contributors will only be taken on phones provided by production and not shared via any online methods such as whatsapp or imessages or saved via the cloud. * Any data stored should only be kept for as long as necessary and then destroyed appropriately. * In the event you become aware of a breach of security or an unauthorised disclosure or loss/theft of documents or information in another form, you should alert your line manager and the senior member of your staff responsible for data protection matters immediately. This is due to timeframe in which the company has to report a breach. |
| **Doorstepping**   * Filming may involve door-stepping organisations and locations where the contributors decide to visit. | * **Crew** | * Crew will not engage in negative or aggressive conversations with the general public and will avoid aggressive situations. * All members of the teams should be aware of the following information regarding the potential threat of violence to themselves or contributors whilst filming.   **RECOGNITION FACTORS**     * Awareness of potential violence can improve confidence when working in potentially violent situations. * Always take particular care if a member of the public you come across  is under the influence of drugs or alcohol, appears to be mentally unstable, or looks like they could behave in an unpredictable way: * re-evaluate and decide if you want to remove yourself from the situation. * Have a 'get-out' code pre-arranged between yourselves so you can communicate to each other if you are feeling uncomfortable or threatened.   **DIFFUSION TECHNIQUES**  When faced with a potential or violent situation the following approaches may be useful, depending on the circumstances:   * Appear calm Avoid prolonged eye contact Be aware of the tone of your voice Speak slowly and softly Keep your distance Don't touch anyone threatening you * Be conscious of your posture, try to appear relaxed  Distract - try to change the subject Listen - the problem may be poor communication Negotiate -  try a compromise Do not make retaliatory threats * Try to be helpful and to understand the cause of the anger as it will help negotiate a satisfactory resolution. * Try not to take an aggressive verbal outburst personally in the heat of the moment. Anger is often meant for others who are seen to have created a situation, and taking it personally will reduce an ability to deal with the situation successfully. |
| **Filming at an active tree surgery job**   * Dropping branches/debris/tools etc. * Injury through power tools and other equipment * Exposure to the weather * Crew interference harming tree surgeons and other on-site workers | * **All; employees, contractors, contributors, freelancers** | * Before entering any site, the crew will have received and read company Risk Assessments for the specific job. The lead Tree Surgeon and contributor will have provided documents to demonstrate that they are qualified and competent to undertake work. * Before and during the job, the crew will take the advice of the Tree Surgeon in charge of the job, at all times. * The crew will establish and stay in a safe zone, away from the drop zone of any tree work and away from any other active work sites/machinery – they will follow the advice of the lead Tree Surgeon regarding these locations. * The crew will wear any appropriate PPE – including hard hats, ear defenders and safety googles, at the advice of, and provided by the lead Tree Surgeon. The crew will wear their own suitable, sturdy footwear. * The crew will never attempt to operate any machinery/tools and will not film from any height. * The crew will have sunscreen and appropriate clothing for rain with them. They crew will constantly assess the weather and stop filming/take breaks to avoid any particularly adverse weather and to avoid illness through exposure to the sun. They will also have plenty of water with them. * All crew will leave site on the advice of the lead Tree Surgeon, should the conditions change making the work too dangerous. * The crew will only document the work that the contributor is contracted to do. They will never ask the contributor to do any work for the purposes of filming. If the crew need to ask the contributor to do something else for the camera, for example put on their harness in view of the camera, they will check with the contributor that they deem this action to be safe. Any verbal checks like this will be done on camera. * Should the crew want to place a piece of filming equipment on the contributor (such as a gopro or radio mic), they will ensure that the contributor is confident that the placement will not impede their safety or ability to do their job. Any verbal checks like this will be done on camera. |