

Production Guidance

COVID-19 Production Protocols and Generic Risk Assessment

Document Created: 14 May 20
 Revision No: 6.2
 Approved by: Paul Greeves
 Next Revision: 30 May 20

Contents

Background	3
Risk Assessment	4
Crewing Up	5
Office/Workshop Set Up	5
Recces	5
Location Selection	6
Meetings/Auditions/Castings/Show & Tells	6
Travel to and between Locations	6
Temporary Accommodation	7
Health Monitoring/Testing during Production	7
General interaction on set	8
Hygiene	8
Cleaning Regimes	9
Personal Protective Equipment (PPE) and Face coverings	10
Scripted Action	11
Hair & Make-up	11
Costume/Wardrobe	11
Galleries/OB Vehicles	12
Catering and Other Craft Services	12
Organisation and Monitoring	13
Training and Briefing	13
Insurance/Liability Considerations	13
First Option Support	14
Risk Assessment	14

Training	14
Equipment	14
H&S Onsite Support	14
Medical Support	14
About this guidance	14
COVID-19 PRODUCTION RISK ASSESSMENT – Template with typical controls	15

Background

The Virus

COVID-19 is a disease caused by the SARS-CoV-2 novel coronavirus. The disease causes a flu-like illness sometimes leading to serious respiratory failure particularly in the elderly or those with underlying health conditions. The main symptoms are a new persistent cough and a high temperature. The virus is spread primarily in droplets coughed or sneezed from infected individuals which can be inhaled by others in close proximity (less than 2m) or which fall onto surfaces where the virus can be picked up on the hands and infect the individual when they touch their face. Individuals can be infectious before they experience any symptoms.

UK Government Advice

The latest UK government advice/guidance which was released on 11th May 2020 and so far only applies in England is: **Stay Alert – Control the Virus – Save Lives**. In England, anyone who cannot work from home is now encouraged to return to work (if safe to do so), avoiding the use of public transport to get there wherever possible. To help employers ensure workplaces are as safe as possible so that workers can return to work, the government have published 8 guides which cover a range of different types of work such as offices, factories, warehouses, construction. As yet there are no government published specific guides for the TV/Film Industry, but various parts of the 8 published guides will be applicable to some areas of our industry. The guides can be found here: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>. All workplaces must have a Covid-19 specific risk assessment in place before workers return to work.

These Protocols

These protocols are aimed at helping productions get back to work and take into account the main points outlined in the government guidance mentioned above. It is envisaged that some restrictions such as the 2m distancing rule will remain in place until vaccines and treatments are successfully developed. It is unlikely therefore, that productions are going to be able to return to “normal” working practices for some considerable time. It is likely that some current working practices will need to change and workplaces may need to be redesigned to help ensure that social distancing measures and hygiene procedures can be continued to be implemented to help reduce the risks from catching and spreading the virus.

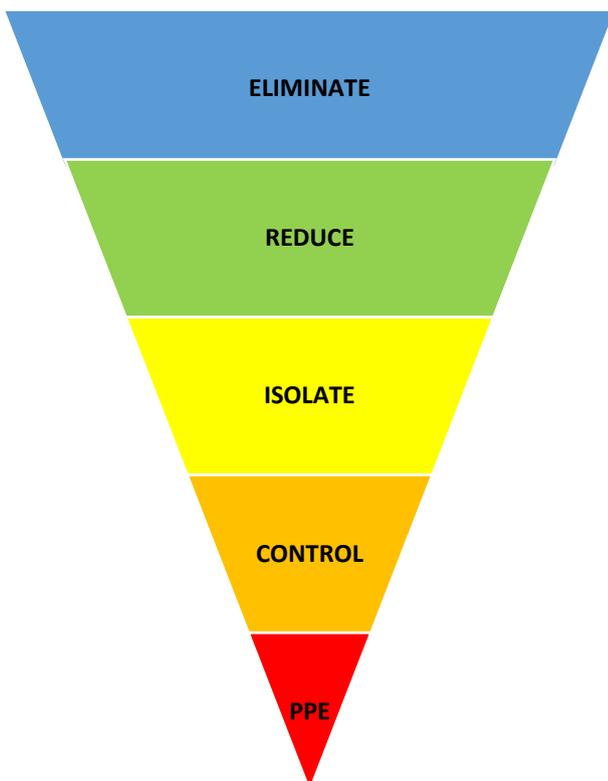
These protocols and guidance are intended to help productions examine their current ways of working to see if changes can be made to help produce content in the safest way possible until restrictions are lifted fully and life returns to “normal”. The guidance covers the most common production processes involved in pre-production, production and post-production – it prompts questions that productions should be asking to help decide if a certain process is essential or if it can be carried out in a different way, which will reduce the risks.

The key elements to these protocols are:

- **DISTANCING** - Wherever possible physical separation of at least 2m should be maintained during all work activities. Work should be planned to maintain this distance as the norm. If a 2m separation cannot be achieved you should consider whether the activity should continue. Ways to help achieve this include working remotely, reducing the number of people at work to an absolute minimum, redesigning workspaces/ways of working/action involved.

- **HEALTH MONITORING** – Strict controls will need to be in place to help ensure that no-one who has the virus or symptoms of the virus is at work. This may involve health declarations, temperature checks, testing being carried out.
- **HYGIENE** – Enhanced hygiene procedures will need to be in place across all departments. Handwashing facilities – soap and water where possible, or if not possible, antiseptic hand gel dispensers (minimum 60% alcohol based) to be made readily available at all locations.
- **CLEANING** – Enhanced cleaning/disinfecting procedures will need to be in place across all departments – this will include cleaning of buildings, equipment, props.

The protocols follow a hierarchy of controls as shown below:



- **Eliminate** - Does the activity really need to be done? Are there other ways of achieving the same thing – e.g. remote working or rearrange the task to ensure a safe distance of at least 2m is maintained between people.
- **Reduce** - Where the task is essential and it's impossible to maintain a 2m distance, then minimise the number of people involved at any one time, for the shortest period of time (less than 15 mins ideally). Where possible people in close proximity should work side by side or back to back rather than facing each other.
- **Isolate** - Keep groups of crew who have to work within 2m together as teams and separate from others if possible.
- **Control** - Consider an enhanced authorisation process for these activities and provide additional supervision.
- **PPE** - Use PPE (masks and gloves) as a last resort and immediately dispose of used equipment and wash hands.

These protocols and guidance will be updated regularly and adapted in line with changing UK government advice. As the situation develops, it may be that further outbreaks occur and further lockdowns are imposed. Productions must monitor the situation and if constant outbreaks are occurring then production must be put on hold until the controls have been reviewed and reassessed.

Risk Assessment

These high level protocols need to inform a detailed and specific production risk assessment which addresses the location, people and activities involved and identifies the specific controls to achieve a low level of risk.

A generic risk assessment covering the COVID-19 measures for many aspects of production which can be adapted to suit a particular project, is attached to this guidance.

Pre-Production

Crewing Up

Health Declarations. A written declaration should be obtained from all crew, cast and contributors at the start of production stating:

- that they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days
- they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days
- that they are not 'shielded' or have any underlying health condition which might make them particularly vulnerable to coronavirus
- that they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus.

Anyone developing symptoms while at work should be sent home (by private transport) and told to seek medical advice from the NHS.

Crewing Levels. Productions should use the absolute minimum number of essential workers on site at any time, arranging work so that the number of people on site is kept as low as possible throughout the production. Wherever possible departments should be organised in 'cohorts' and kept separate to minimise the knock on isolation impact of one member developing symptoms.

Office/Workshop Set Up

Wherever possible, office type activities should be continued to be carried out at home. Where this is not possible, a suitable workspace should be chosen that allows a physical separation of at least 2 metres to be in place between workers. Physical barriers such as Perspex or other screens should also be considered to help with separation where required. Where possible, people in close proximity should work side by side or back to back rather than facing each other.

Productions should avoid locations that have recently been occupied by people who may have been infected.

Select buildings that can easily be cleaned and that provide sufficient facilities for enhanced hygiene measures. Handwashing facilities should be provided wherever possible with soap, water and paper hand towels. Where handwashing facilities are not immediately available, antiseptic gel dispensers (minimum 60% alcohol based) should be provided.

All work areas should be regularly (twice daily) cleaned and disinfected. For large enclosed spaces, productions should consider the use of specific antiseptic fogging measures in addition to normal cleaning (Contact First Option for advice and support if considering this control measure).

All work areas should be able to provide good ventilation, and as far as possible the length of time spent in any workspace should be limited and workers allowed to take regular breaks for fresh air.

Recces

Wherever possible, recces should be carried out remotely by using a video conferencing platform or by filming it/taking photographs and emailing to the group to view with recce notes. Where this is not possible, recce crew numbers must be reduced to an absolute minimum. Consider breaking recce crews

into separate smaller recces where possible. Private transportation to be used on recces. Where a recce bus is used, there must be enough room/seats to allow for a 2m distance between everyone – more than one recce bus may be necessary to accomplish this. It is recommended that the bus company's hygiene protocols are checked and that they are implemented in practice.

Overnight stays in accommodation should be avoided. If it is essential, single occupancy accommodation should be obtained and the hygiene and social distancing measures at the venue should be confirmed before use.

If any recces overseas are planned then additional controls and checks regarding travel and specific country government restrictions will have to take place. (Consult First Option if overseas recces are intended).

Location Selection

As well as choosing locations for their creative and editorial suitability while on recces, consideration must also be given to the practical elements such as size of locations, the security of the location and the ability to isolate from the public, as well as the cleanliness and hygiene provisions. Provisions for Unit Base/Tech Base, holding areas etc. will also need to be considered as part of the whole location suitability. Ideally Unit bases/Costume bases/Holding areas etc. should be within walking distance of the filming location to reduce the need for using additional transport and its associated infection risks.

Outdoor Locations. Productions should choose locations where access can be secured and isolated from the public and which provide sufficient space for all the planned production activities while achieving social distancing and providing facilities for enhanced hygiene measures.

Indoor Locations. Productions should avoid locations that have recently been occupied by people who may have been infected. Select buildings that can easily be cleaned and that provide sufficient space for social distancing and with facilities for enhanced hygiene measures. Access must be secure and isolated from the public.

Occupancy Levels. Maintaining 2m separation between individuals implies 4m² per person in a clear space or 6m² in a space with furniture or equipment. So a large 15,000 sq ft (1380m²) stage with could accommodate c230 people while a smaller set of 4,500 sq ft (400m²) could hold c60.

Meetings/Auditions/Castings/Show & Tells

Wherever possible, meetings, auditions, castings, show & tells etc should be carried out remotely using video conferencing platforms, skype or similar. Where this is not possible, a 2m distance must be in place between all people present.

Production

Travel to and between Locations

Wherever possible travel to location and between locations should be alone by private transport. Other means of transport such as cycling should also be encouraged. More parking facilities may be needed for an increase in cars and bicycles.

If private transport is not available then privately hired transport such as taxis should be used, maintaining social distancing and good hygiene practices as far as possible. If minibuses have to be used, the number of passengers in each bus should be reduced, ideally to no more than one per row of seats.

It is also recommended that the transport company's hygiene protocols are checked and that they are implemented in practice.

As a last resort, employees should use public transport maintaining social distancing and good hygiene practices, and where necessary keep the time in close proximity to others to a minimum.

Where possible, travel should be arranged to avoid peak times.

Temporary Accommodation

If possible, overnight accommodation during production should be avoided. If it is necessary, single occupancy accommodation should be obtained and the hygiene and social distancing measures should be confirmed before use.

Health Monitoring/Testing during Production

It is unlikely that any clinical testing of employees will be available or practical for large scale use on productions¹. Current PCR (swab) testing is in short supply, invasive, requires a trained medical tester, and results are likely to take 24 hours.

While rapid testing kits could be used daily, their low reliability mean they are not yet approved for use by the PHE. As such they do not negate the need for distancing and hygiene measures or the need to isolate if symptoms are detected.

All tests are only valid at the time taken.

At present therefore, the most practical 'testing' that can be conducted is monitoring for symptoms (if possible by a medic or designated trained person) and temperature checking of all employees on a regular basis. These measures have the advantage of being in line with the official requirement to self-isolate if symptoms are detected.

Monitoring and testing could be done through a self-testing regime or preferably by a suitably trained medic or H&S Consultant wearing appropriate PPE and under a suitable and sufficient risk assessment and tightly controlled sequence of work.

Test results should be recorded and anyone with symptoms or a raised temperature (above 37.8c) should be sent home (by private transport). Productions will need to develop a policy for the treatment of excluded individuals. Now that testing has been made more widely available to those with symptoms, a return to work policy could include a negative test result. However, it should be noted that PCR testing is only valid at the time taken and does not currently indicate immunity, so all distancing and hygiene measures need to continue to be followed even by those who have tested negative for the virus.

Productions should obtain consent from individuals for testing (as part of the health declaration completed at start of production) and the results, along with any other personal details, should be afforded all the normal data protection measures.

Anyone who starts to feel unwell during the course of the day should immediately report this to their line manager/unit medic. Unit Medic should carry out checks as necessary and appropriate actions to be implemented.

¹ Special testing and isolation arrangements might need to be put in place for key artists and production staff. For example a period of quarantine and/or a series of negative PCR test followed by strict isolation for key cast and crew both on and off set and enhanced infection prevention measures may enable some projects which would otherwise be too high risk.

General interaction on set

General interaction between people on set should be limited as much as possible. Essential crew only should be allowed on set. Wherever possible physical separation of at least 2m should be maintained. Work should be planned to maintain this distance as the norm. If 2m separation cannot be achieved you should consider whether the activity should continue.

Where a 2m distance is not possible but the activity is considered essential then you need to minimise the number of people involved at any one time, for the shortest period of time (less than 15 mins ideally). Where possible people in close proximity should work side by side or back to back rather than facing each other. Keep groups of crew who have to work within 2 metres together as teams and separate from others if possible. Consider an enhanced authorisation process for these activities and provide additional supervision. Use PPE (masks and gloves) as a last resort and immediately dispose of used equipment and wash hands. A 'dynamic risk assessment' should be conducted (and wherever possible recorded) for all close proximity working.

Each department should be allocated a designated area on set for themselves and their equipment. Any department which can remain on stand-by should do so off set.

Wherever possible call times should be staggered so that each department is given access at timed intervals to help prevent crowding on arrival to set. Work should be carefully co-ordinated to help ensure that a minimum number of people are given access to a set at any one time – e.g. art department to dress a set and exit the set before electrical department go in to light the set.

Use of radio comms will help to reduce the need for close personal contact. Open comms can help when a more detailed conversation is required between several people – this will prevent people coming together in a close group to discuss.

Where practical, remote monitoring, remote focus, unmanned cameras, and other technologies allowing operating at distance should be used.

A software system (such as Q-take) can be utilised to help reduce the numbers on set/video village – this type of system helps to enable shoot direction remotely. These systems allow for a continual stream from camera (or multiple cameras), controlled by a video technician – it allows people to log in online and watch what would normally be showing on the set monitor in real time. In parallel to this, a communication line can be established via a video conferencing platform to help create a virtual video village.

No visitors should be allowed on set.

Behind the Scenes/Making-of-content crews should not be part of a standard shooting set unless they can remain within a single designated area. Fixed cameras, remote cameras and time lapse style setups should be considered as alternatives. Any interviews to be taken place should be in a place separate to the main set, to be self-contained, and distancing measures to be rigorously maintained

Hygiene

Handwashing facilities should be provided wherever possible with soap and paper hand towels. Where handwashing facilities are not immediately available, antiseptic gel dispensers (minimum 60% alcohol based) should be provided.

Employees should wash or sanitize their hands regularly and immediately after handling equipment or objects that may carry the virus. Information on how to maintain proper hand hygiene should be

supplied to all people on site – posters should be displayed in prominent areas and reminders given in daily briefings.

Productions will need extra supplies of soap, hand sanitiser and paper towel to accommodate for this. Purpose built ‘sanitising stations’ can be erected at convenient points throughout the production area – to include all points of entry and common areas.

Adequate numbers of suitable, clean toilets with handwashing facilities will need to be provided. Restrict the number of people using the toilet facilities at any one time (eg have a toilet attendant) and use signage such as floor markings to ensure 2m distance is maintained when people are queuing. An enhanced cleaning regime for toilets will need to be in place. Closed bins will need to be provided and regularly emptied.

Cleaning Regimes

Enhanced cleaning procedures will need to be in place across all production areas.

Production sets, studios, dressing rooms, hair and make-up etc. should be regularly (twice daily) cleaned and disinfected. All routine touch points such as door handles, bannisters, tea tables, dining tables etc will need enhanced cleaning/disinfecting.

Productions should consider the use of specific antiviral ‘fogging’ systems in addition to normal cleaning. These can be useful to disinfect the surfaces in sets or other enclosed production areas which are to be reused the next day. The systems work by dispensing a fine mist of sanitizing fluid which settles on surfaces and kills the virus. (They do not sanitize the air). Machines are available to treat relatively large areas such as studios and large sets. First Option can supply more information.

All areas should be kept well ventilated and as far as possible the length of time spent in any workspace should be limited and employees allowed to take regular breaks for fresh air.

All areas to be provided with an adequate number of closed bins which are regularly emptied.

All production equipment, tools and props must be wiped down with antiseptic wipes regularly and whenever they are used by different individuals.

Whenever a department finishes its tasks on set, any shared areas to be wiped/cleaned before next department start work.

Personal equipment (headsets, mics, radios etc.) should be cleaned before issue and then each day. Wherever possible headsets, mics and radios should be used exclusively by the same person for the duration of the production and labelled to identify user.

All departmental and hired equipment brought into the production location must be disinfected on arrival. Hire companies must be contractually required to ensure that any equipment being sent out to a shoot should be fully disinfected before loading,

Equipment should only be handled by designated department members responsible for that equipment to avoid any potential cross-contamination.

All staff loading/unloading and transporting equipment should wear gloves at all times when handling equipment. On arrival, all equipment to be loaded into the designated department area. All equipment to be further disinfected by allocated person/persons within that department before being moved onto set. Adequate time and personnel must be allocated for these tasks.

Personal Protective Equipment (PPE) and Face coverings

PPE protects the user against health or safety risks at work. It includes items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks. Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.

Face coverings, which the UK government have recommend to wear in enclosed public spaces where social distancing isn't possible – such as on public transport, in shops etc. – are not PPE. It is a simple cloth covering worn on your face to cover your mouth and nose. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

While at work it is critical to emphasize that maintaining the 2m social distancing, enhanced hygiene and cleaning procedures, minimising time spent in close contact, using fixed teams etc., are the best and the main control measures to help reduce the risks of catching and spreading the virus in the workplace. PPE and face coverings should only be considered as a last resort when all other control measures are not possible to maintain. PPE should be provided where the risk assessment shows it is necessary – it may be necessary for certain activities where it is not possible to maintain social distancing as described above or where equipment has to be handled as it is not possible to sanitize and handwashing/sanitizing isn't readily available.

If face masks are to be worn, they should ideally be of the FFP2/3 type which afford some protection against inhaled infection (particularly if properly fitted and tested). However, these are in short supply and rightly prioritised for health workers. If FFP type masks are not available, surgical masks provide some protection against asymptomatic spread by the wearer.

Anyone using a face mask or covering should be given information on how to use it and dispose of it safely. The WHO has a useful guide: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>. The main points are:

- Before putting on a mask, clean hands with soap and water or alcohol based hand wash.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it – if you do you must clean your hands immediately.
- Replace the mask as soon as it is damp and do not re-use single use masks.
- To remove the mask, remove it from behind – do not touch the front of mask – discard immediately by double bagging it and placing in a closed bin. If a face covering is being used and is washable, - wash in line with manufacturer's instructions. Clean hands immediately.

Disposable gloves may be useful for situations where hand washing or sanitizing is not readily available or possible. However, gloves are only a 'second skin' and therefore wearers need to continue to apply hygiene precautions (not touching the face) and they should be hygienically disposed of and a new pair used as frequently as possible. The WHO have a useful guide on the use of disposable gloves:

https://www.who.int/gpsc/5may/Glove_Use_Information_Leaflet.pdf

All single use PPE including masks and gloves should be disposed of at the end of each task or shift so they cannot be re-used.

After removing any PPE the wearer must wash their hands thoroughly with hand soap or sanitiser.

Scripted Action

Wherever possible the scripted action taking place should maintain a physical separation of at least 2m between cast members. Work should be planned to maintain this distance as the norm. If 2m separation cannot be achieved you should consider whether the activity should continue.

Where a 2m distance is not possible, alternative scenes/action, ways of filming should be considered. Can camera angles be cheated to make it look as though actors are closer than they really are to each other? Intimate scenes involving close contact between actors will need to be carefully considered and risk assessed before going ahead. Actors involved in such scenes may need to be tested before carrying out the action. It may be a possibility to use actors who are in a relationship with each other so that the social distancing measures would not apply.

Large crowd scenes will also need to be carefully considered and risk assessed on a case by case basis depending on the current government advice on mass gatherings. If a 2m distance cannot be maintained by all those taking part, then it's unlikely that the scene will be able to take place. If considering crowd scenes then consideration should be given to CGI options, or possibly using extras who are from the same household.

Anyone who is considered to be at an increased risk of severe illness following infection (i.e. anyone over 70 or with underlying health conditions) will need special consideration and enhanced measures to be able to be cast in any roles until those restrictions are lifted by the government.

Additional controls will also be required for any child actors that are cast – consideration should be given to the level of understanding of distancing measures which children of different ages will have, and what is an appropriate risk for child performance. Young children should ideally only interact with a parent, or member of same household where distancing measures cannot be guaranteed.

Hair & Make-up

Wherever possible cast should prepare their own makeup under the remote supervision of the makeup artist. Where this is not possible, make-up artists, hairdressers and cast involved must be subject to close health surveillance including temperature checks before work begins. If tests are available, this could also be an option to consider.

Enhanced PPE such as gloves, masks, visors, as deemed necessary, to be worn by make-up artist/hairdressers. All the standard hygiene procedures for make-up/hairdressing to be followed as usual.

There must be at least a 2m separation between make-up/hairdressing stations. Also consider the use of Perspex screens to separate workstations. Workstations must be cleaned/disinfected between users. Wash stations with soap and water or hand sanitiser (minimum 60% alcohol based) must be provided.

Main talent should be assigned an individual make-up artist to be their stand-by on set. Standbys should not be applying touch ups to different cast members. Designated area to be in place on set for make-up/hair standbys. Additional monitors to be made available on set for checks to avoid crowding round monitors – 2m distance must be in place. Minimise amount of touch-ups on set as much as possible.

Costume/Wardrobe

Wherever possible fittings and approvals should take place remotely via video conferencing platforms. Where this is not possible then essentials only should be in attendance, keeping a 2m distance between them.

All costumes must be washed or steam cleaned before use. Costumes should be covered individually in plastic covers after cleaning.

Costume/Wardrobe department and cast to be subject to temperature checks before any work begins. If tests are available, this could also be an option to consider.

Wherever possible, cast should receive their costume in a screened off cubicle and dress without assistance. Costumes should be provided to cast individually hung in a plastic cover. Cast members' own clothes should be hung inside a plastic cover to avoid cross-contamination with other clothes.

Physical contact between cast members and costume crew should be minimised, and where necessary, both should wear face-masks.

Galleries/OB Vehicles

Where production galleries and/or OB vehicles are used there should be essential crew only. There should be at least a 2m separation between workstations or alternatively separate facilities (vehicles, monitors, suites), linked electronically, or the installation of screens to provide a physical barrier can be used.

A one way travel system should be implemented where possible. Gallery/OB vehicles must be sanitised before and after use. Consider the use of a fogging system. OB provider should confirm their cleaning regime with you before use.

Catering and Other Craft Services

Dedicated eating areas should be identified on site to reduce food waste and contamination. They should be large enough to allow crew to queue and sit at safe distances.

Break and meal times should be staggered to reduce congestion and maintain physical distancing of 2m at all times.

Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by crew when entering and leaving the area.

Crew should be encouraged to bring pre-prepared meals and reusable drink bottles from home.

Stringent hygiene checks on caterers should be carried out prior to engagement including evidence of health monitoring and checking of catering staff.

Where catering is provided:

- One way travel systems are to be implemented where possible
- Pre prepared and wrapped food should only be provided
- All cutlery, cups, plates, eating utensils etc. should be disposable
- Tables should be sanitised between each use and at the end of the day

Other craft services should apply the distancing and hygiene rules, health monitoring and testing of staff and equipment personalisation and sanitisation rules.

Post Production

Post Production Houses/Edit Suites/ADR Facilities

Where possible post production work should be carried out remotely. Most post production houses can assist with setting up remote editing systems to enable home working. Where this is not possible, the 2m distance rule must be maintained when carrying out any post production work – if necessary use physically separate facilities linked electronically.

All edit suites, ADR facilities etc. must be sanitised before and after use. Consider using a fogging system. Check with your post production house what enhanced cleaning/disinfecting regimes they have in place before use.

Organisation and Monitoring

The organisation and implementation of all the required special arrangements outlined above should be made the responsibility of one or more dedicated production staff members. An additional assistant director or a unit Health and Safety Adviser should be considered.

Training and Briefing

Key production staff responsible for developing and implementing the COVID-19 safety arrangements should undergo training specific to the role. Wider crew should also be trained in the virus, transmission and the precautions to be implemented on the production.

This should be reinforced with daily briefings and reminders about the arrangements particular to that day's activities and the procedures to be followed.

Insurance/Liability Considerations

Underwriters are currently unlikely to provide cover to productions for COVID-19 related claims. Productions may wish to procure an indemnity from individuals to the effect that while the production will take every possible precaution to prevent infection, they cannot accept liability for COVID-related losses.

However, an indemnity is unlikely to be a complete defence against possible civil claims and does not remove possible criminal liability. Therefore the Employers' legal duty to take reasonable care for the health and safety of their employees remains.

To discharge this duty employers (production companies) in the UK at least, must undertake a suitable and sufficient **risk assessment** to identify risks to the health and safety of their employees to which they are exposed whilst they are at work (and the risks to those not in their employment, e.g. contractors, arising out of, or in connection with, the production undertaking).

In the context of COVID-19, key considerations will include:

- Risk assessment covering all work activities and appropriate safe systems of work
- Adequate health surveillance, including identification of vulnerable individuals
- Provision of suitable PPE
- Assessment and management of workloads in the anticipation of reductions in available staff/skills through sickness/self-isolation

- Health and safety of home workers
- Risks associated with individuals covering for missing colleagues
- Ongoing active review of risk assessments to reflect changes in activity, government advice, medical advice, e.g. PHE and any material change in the proposed production activity

To mitigate against claims productions need to ensure that they have undertaken a suitable and sufficient risk assessment and take reasonable action to minimise the risks.

The onus is on the claimant to show failure to mitigate the risks.

The production insurance company/broker will normally require evidence of a suitable and sufficient risk assessment which demonstrates reasonable care and which is aligned with relevant industry best practice.

First Option Support

Risk Assessment

As noted above these high level protocols need to form the basis of a more detailed, specific risk assessment for the production relevant to the people, location and activities planned. A generic risk assessment is attached.

First Option can support you with the production of the Risk Assessment and implementation of the required controls.

Training

We have developed a COVID-19 Production Safety training package which can be included in our Safe Management of Productions course or delivered as a separate module. Either can be delivered online via video conferencing.

Equipment

Our safety Store can provide PPE, sanitising gels and wipes and other PPE as well as infra-red and manual thermometers and antibacterial fogging liquid and equipment in addition to the normal range of safety equipment.

H&S Onsite Support

Many of the measures outlined above will be new to production employees and will require the new ways of working to be organised, implemented and maintained. Productions should consider onsite H&S support to create and oversee these new measures.

Medical Support

Additionally we can supply medics to monitor employee health including taking temperatures as well as the normal first aid cover.

About this guidance

This guidance has been produced in discussion with production groups, broadcasters, the British Film Council Production Sub-Group, BECTU and with input from our safety consultants: Anne Shanley, Bob Forster, Guy Lunn, Jonathon Bradbury and Mac McGearey.

COVID-19 PRODUCTION RISK ASSESSMENT – Template with typical controls

The following generic risk assessment template identifies the key issues which must be considered and addressed within the Production Risk Assessment to manage the specific risks from COVID-19.

Notes

1. The following detail will not necessarily apply to each production. The risk controls may differ slightly depending on the genre, size of production, location and production activity. It is essential that careful consideration is given to each area of production activity and that the risk assessment is tailored to suit.
2. This document is intended to identify best industry practice for dealing with the risks from COVID-19. It does not supersede any Government or PHE guidelines or advice.
3. Further specialist production health and safety advice, support and equipment is available from First Option Safety Group, as required.
4. This risk assessment is to supplement the Production and Departmental risk assessments which must still be completed.
5. All other health and Safety regulations and production safety standards and protocols still apply.

If you need health & safety or high risk advice call the First Option Safety Advice Line		0203 301 1256 Option 1
If you don't know your user name and password for the website contact your Head of Production or call		0203 301 1256 Option 2
If you require safety training, go to the First Option Website https://www.firstoption.group/ or call		0203 301 1256 Option 3
If you need safety equipment, go to the First Option Equipment Website or call		0203 301 1256 Option 4
Hazards Identified and Risks Arising <i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> 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)</i>		Risk Assessment & Precautions Required <i>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources</i>
Hazard:	To Whom:	
PRE PRODUCTION		
Crewing Up Person to person transmission	Crew, contributors, artistes	Health Declarations: A written declaration should be obtained from all employees and contributors stating: <ul style="list-style-type: none"> • that they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p><i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> 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)</i></p>		<p><i>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources</i></p>
Hazard:	To Whom:	
		<ul style="list-style-type: none"> they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days that they are not 'shielded' or have any underlying health condition which might make them particularly vulnerable to coronavirus that they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus. <p>Anyone developing symptoms while at work should be sent home (by private transport) and told to seek medical advice from the NHS.</p>
<p>Crewing Levels</p> <p>Person to person transmission</p>	<p>Crew, contributors, artistes</p>	<ul style="list-style-type: none"> Productions should use the absolute minimum number of essential people on site at any time where possible arranging work and production activity so that the number of people on site is kept as low as possible throughout the production. Wherever possible departments should be organised in 'cohorts' and kept separate to minimise the knock on isolation impact of one member developing symptoms.
<p>Office/Workshop Set up</p> <p>Person to person transmission</p> <p>Contaminated surfaces/equipment transmission</p>	<p>Crew, contributors, artistes</p>	<ul style="list-style-type: none"> Wherever possible office type activities should be continued to be carried out at home. Where this is not possible a suitable workspace should be chosen that allows a physical separation of at least 2 metres to be in place between workers. (Physical barriers such as Perspex screens (like those in supermarkets) should also be considered to help with separation where required. Where possible people in close proximity should work side by side or back to back rather than facing each other. Avoid locations that have recently been occupied by people who may have been infected. All workspaces to be cleaned/disinfected before use. Select buildings that can easily be cleaned and that provide sufficient facilities for enhanced hygiene measures. Handwashing facilities should be provided with soap and water wherever possible. Where this is not possible antiseptic gel dispensers (minimum 60% alcohol based) should be provided.

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p><i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> 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)</i></p>		<p><i>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources</i></p>
Hazard:	To Whom:	
		<ul style="list-style-type: none"> • Work areas should be regularly (twice daily) cleaned and disinfected. For large enclosed spaces consideration should be given to the use of specific antiseptic fogging measures in addition to normal cleaning. (Contact First Options for advice and support if considering this control measure). • Work areas should be able to provide good ventilation, and as far as possible the length of time spent in workspaces should be limited and workers allowed to take regular breaks for fresh air.
<p>Recces</p> <p>Person to person transmission</p> <p>Contaminated surfaces/equipment transmission</p>	<p>Crew, contributors, artistes, public</p>	<ul style="list-style-type: none"> • Wherever possible recces should be carried out remotely by using a video conferencing platform or by filming/taking photographs and emailing to the group to view with recce notes. • Where this is not possible, recce crew numbers must be reduced to an absolute minimum – consider breaking recce crews into separate smaller recces. • Use private transportation. • If a recce bus is used, there must be enough room/seats to allow for a 2m distance between everyone – more than 1 recce bus may be necessary to achieve this. Bus companies hygiene protocols should be checked to ensure they are implemented. • Overnight stays to be avoided where possible. • If recces overseas are planned then additional controls and checks regarding travel and specific country government restrictions will have to take place and a further RA completed (Consult First Option for further advice).
<p>Location Selection</p> <p>Person to person transmission</p>	<p>Crew, contributors, artistes, visitors, public</p>	<p>Outdoor Locations.</p> <p>Ensure locations can be secured to control access and isolated from the public and provide sufficient space for all the planned production activities while achieving social distancing and providing facilities for enhanced hygiene measures.</p> <p>Indoor Locations.</p> <p>Avoid locations that have been recently occupied or may have been infected. Ensure locations can be easily cleaned and that provide sufficient space for the planned activities maintaining social distancing and with sufficient facilities for enhanced hygiene measures.</p>

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> 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)</p>		<p>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources</p>
Hazard:	To Whom:	
<p>Meetings/Auditions/Castings/Show & Tells</p> <p>Person to person transmission</p>	<p>Crew, contributors, artistes</p>	<p>Wherever possible meetings, auditions, castings, show & tells etc should be carried out remotely using video conferencing platforms, skype or similar. Where this is not possible a 2m distance must be in place between all people present.</p>
PRODUCTION		
<p>Travel to and between locations</p> <p>Person to person transmission</p>	<p>Crew, contributors, artistes</p>	<ul style="list-style-type: none"> • Wherever possible travel to and between locations should be alone by private transport. Other means of transport such as cycling are also encouraged. • If private transport is not available then privately hired transport such as taxis should be used maintaining social distancing and good hygiene practices as far as possible. If minibuses have to be used, the number of passengers in each bus should be reduced, ideally to no more than one person per row of seats. • It is also recommended that you check the transport company's hygiene protocols are suitable and in place. • As a last resort employees should use public transport and where possible maintain social distancing, good hygiene practices, and where necessary keep the time in close proximity to others to a minimum. • Where possible travel should be arranged to avoid peak times and more parking facilities may need to be arranged for an increase in cars and bicycles.
<p>People becoming infected during production</p> <p>Person to person transmission</p>	<p>Crew, contributors, artistes</p>	<p>Health Monitoring/Testing:</p> <ul style="list-style-type: none"> • It is unlikely that any clinical testing of employees will be available or practical for productions, however productions may wish to consider checking the temperature of all employees on a twice daily basis. This can be done through a self-testing regime or preferably by a suitably trained medic wearing appropriate PPE. • If temperature testing is being undertaken by a trained medic, a suitable and sufficient risk assessment and clear sequence of work must be produced by the medic. (Recommend that productions seek advice from First Option if considering implementation). • Test results should be recorded and anyone with a raised temperature (>37.8c) should be sent home (by private transport).

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p><i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> 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)</i></p>		<p><i>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources</i></p>
Hazard:	To Whom:	
		<ul style="list-style-type: none"> • Anyone who starts to feel unwell during the course of the day should immediately report this to their line manager/unit medic. Unit medic should carry out checks as necessary and appropriate actions to be implemented.
<p>General interaction on set</p> <p>Person to person transmission</p>	<p>Crew, contributors, artistes</p>	<ul style="list-style-type: none"> • General interaction between people on set should be limited as much as possible. Essential crew only should be on set. Wherever possible physical separation of at least 2m should be maintained. Work planned to maintain this distance as the norm. If a 2m separation cannot be achieved you should consider whether the activity should continue. • If a 2m distance is not possible but the activity is considered essential then you need to minimise the number of people involved at any one time, for the shortest period of time (less than 15 mins ideally). Where possible people in close proximity should work side by side or back to back rather than facing each other. Keep groups of crew who have to work within 2m together as teams and separate from others if possible. Consider and enhance authorisation process for these activities and provide additional supervision. Use PPE (masks/gloves) as a last resort. • Each department to be allocated a designated area on set for themselves and their equipment. Anyone who can remain on standby-by should do so off set. • Stagger call times so that each department is given access at timed intervals to help prevent crowding on arrival to set. • Co-ordinate work to ensure that a minimum number of people are given access to set at any one time – eg art department to dress a set and exit the set before electrical department go in to light the set. • Use radio comms to help reduce the need for close personal contact. • Where practical use remote monitoring, remote focus, unmanned cameras and other technologies which allow operating at a distance. • A Q-take system or similar can be utilised to help reduce the numbers on set/video village. It can be used in parallel with a video conferencing platform to establish a communication line to help create a virtual video village. • No visitors should be allowed on set.

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p><i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> 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)</i></p>		<p><i>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources</i></p>
Hazard:	To Whom:	
		<ul style="list-style-type: none"> • Behind the scenes/making of content crews should not be part of a standard shooting set unless they can remain within a single designated area. Fixed cameras, remote cameras and time lapse style setups should be considered as alternatives.
<p>Poor Hygiene procedures</p> <p>Person to person transmission</p> <p>Contaminated surfaces/equipment transmission</p>	<p>Crew, contributors, artistes</p>	<ul style="list-style-type: none"> • Handwashing facilities should be provided wherever possible with soap, water and paper hand towels. Where handwashing facilities are not immediately available antiseptic gels dispensers (minimum 60% alcohol based) should be provided. • Employees should wash or sanitize their hands regularly and immediately after handling equipment or objects that may carry the virus. • Information on how to maintain proper hand hygiene should be supplied to all people on site. Posters should be displayed and reminders in daily briefings. • Productions will need extra supplies of soap, hand sanitiser and paper towel to accommodate for this. Purpose built “sanitising stations” should be erected at convenient points – eg points of entry and common areas. • Adequate numbers of suitable, clean toilets with handwashing facilities will need to be provided.
<p>Poor Cleaning Regimes</p> <p>Contaminated surfaces/equipment transmission</p>	<p>Crew, contributors, artistes</p>	<ul style="list-style-type: none"> • Enhanced cleaning procedures to be in place across all production areas. • Sets, studios, dressing rooms, hair & make-up etc to be regularly (twice daily) cleaned and disinfected. • All routine touch points such as door handles, bannisters, tea tables, dining tables etc will need to be cleaned/disinfected. • Consider the use of specific antiviral “fogging systems” in addition to normal cleaning. • All areas to kept well ventilated. • Closed bins which are regularly emptied to be provided in all areas. • All production equipment, tools and props to be wiped down with antiseptic wipes regularly and whenever they are used by different individuals.

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p><i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> 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)</i></p>		<p><i>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources</i></p>
Hazard:	To Whom:	
		<ul style="list-style-type: none"> • Any shared areas on set must be wiped down when one department has finished there before another department starts. • Personal equipment (headsets, mics, radios etc) to be cleaned before issue and then each day. Wherever possible headsets, mics and radios should be used exclusively by the same person for the duration of the shoot and labelled to identify user. • Any hired equipment brought onto set must be disinfected on arrival. • Equipment should only be handled by designated department members responsible for that equipment to help avoid any potential cross-contamination. • Workers loading/unloading and transporting equipment should wear gloves. On arrival, all equipment to be loaded into the designated department area. All equipment to be further disinfected by allocated person/s withing that department before being allowed onto set.
<p>Lack of PPE or misuse of PPE</p> <p>Person to person transmission</p> <p>Contaminated surfaces/equipment transmission</p>	<p>Crew, contributors, artistes</p>	<ul style="list-style-type: none"> • It is not yet government guidance to wear protective masks or other PPE in the workplace however production may wish to consider masks or other PPE for specific purposes, such as where it is not possible to maintain social distancing for certain tasks for periods of more than 10 minutes or where equipment has to be handled which it is not possible to sanitize. • If masks are to be worn, they should ideally be of the FFP2/3 type which afford some protection against inhaled infection (particularly if properly fitted and tested). However these are in short supply and prioritised for health workers. If FFP type masks are not available, surgical masks provide some protection against the wearer spreading the virus if they are infected. • Anyone using a mask should be given information on how to use it and dispose of it safely. The WHO has a useful guide: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks The main points are: <ul style="list-style-type: none"> ○ Before putting on a mask, clean hands with soap and water or alcohol based handwash ○ Cover mouth and nose with mask and make sure there are no gaps between your face and the mask ○ Avoid touching the mask while using it – if you do you must clean your hands immediately

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p>Identify and list what hazards could cause <i>significant</i> harm, how and to whom. This includes <i>anybody</i> 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)</p>		<p>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources</p>
Hazard:	To Whom:	
		<ul style="list-style-type: none"> ○ Replace the mask as soon as it is damp and do not reuse single use masks ○ To remove the mask, remove it from behind – do not touch the front of mask – discard immediately in a closed bin. Clean hands immediately. ● Disposable gloves may be useful for situations where hand washing or sanitising is not readily available. However gloves are only a “second skin” and therefore wearers need to continue to apply hygiene precautions (ie not touching the face). They must be hygienically disposed of and new pair used as frequently as possible. The WHO have a useful guide on the use of disposable gloves: https://www.who.int/gpsc/5may/Glove_Use_Information_Leaflet.pdf ● Sufficient quantities of PPE should be available for replacement.
<p>Scripted Action</p> <p>Person to person transmission</p>	<p>Crew, contributors, artistes</p>	<ul style="list-style-type: none"> ● Wherever possible the scripted action taking place should maintain a physical separation of at least 2m between the cast taking part. Work should be planned to maintain this distance as the norm. If a 2m separation cannot be achieved you should consider whether the activity should continue in its current form or if it can be modified – can it be re-written or cheated with camera angles for example. ● Any intimate scenes involving close contact between actors will need to be carefully considered and risk assessed fully before going ahead – it may be the case that the actors involved will need to be tested for the virus. Could actors who are in a relationship be used so that the distancing measures would not apply. ● Large crowd scenes will need to be carefully considered and risk assessed. CGI options should be considered. Consider using extras who are from the same household. ● Anyone who is considered to be at an increased risk of severe illness following infection (ie anyone over 70 or who has underlying health conditions) is unlikely to be able to be cast in any roles until those restrictions are lifted by the government. ● Additional controls will also be required for any child actors that are cast. For example: <ul style="list-style-type: none"> ○ Children should be accompanied by a parent, as close contact with a chaperone will present an increased risk of transmission. ○ Child cast to be on set only when required for their scene and to avoid any contact with other crew.

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p><i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> 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)</i></p>		<p><i>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources</i></p>
Hazard:	To Whom:	
		<ul style="list-style-type: none"> ○ Consideration should be given to the level of understanding of distancing measures which children of different ages will have, and what is an appropriate risk for child performance. Young children should ideally only interact with parent, or member of same household where distancing measures cannot be guaranteed. ○ Separate holding areas on set should be established for child cast.
<p>Hair & Make-Up</p> <p>Person to person transmission and via cross contamination</p>	<p>Crew, contributors, artistes</p>	<ul style="list-style-type: none"> ● Wherever possible cast to prepare own makeup, under remote supervision of makeup artist. Where this is not possible make-up artists/hairdressers and cast involved must be subject to a temperature check before work begins. If tests are available this could also be an option to consider. ● When makeup must take place, enhanced PPE such as gloves, masks, visors, as deemed necessary, to be worn by makeup artist/Hairdressers. Cast should also wear a mask where possible (ie during hair styling). ● Strict hygiene standards (should be standard within make-up) to be followed as usual. ● There must be at least a 2m separation between makeup/hairdressing stations. Consider the use of Perspex screens to separate workstations. Workstations must be cleaned/disinfected between users. ● Handwashing stations must be provided. ● Talent should be assigned an individual make-up artist to be their stand-by onset. Standbys should not be applying touch ups to different cast members. Designated area to be in place on set for make-up/hair standbys. Additional monitors to be made available on set for checks to help avoid crowding round monitors. Minimise amount of touch-ups on set as much as possible.
<p>Costume/Wardrobe</p> <p>Person to person transmission and via cross contamination</p>	<p>Crew, contributors, artistes</p>	<p>Wherever possible:</p> <ul style="list-style-type: none"> ● fittings and approvals to take place via video conferencing technologies ● All costumes must be washed or steam cleaned before use. ● Costumes should be covered individually in plastic covers after cleaning. ● Costume crew and cast to be subject to temperature checks before any work begins, in addition to medical questionnaires. Testing may also be an option to consider. ● Wherever possible, cast should receive their costume in a screened off cubicle and dress without assistance.

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p><i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> 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)</i></p>		<p><i>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources</i></p>
Hazard:	To Whom:	
		<ul style="list-style-type: none"> • Costumes should be provided individually hung in a plastic cover. Cast members own clothes should be hung inside a plastic cover to avoid cross-contamination with other clothes. • Physical contact between cast member and costume crew should be minimised, and where necessary, both should wear face-masks.
<p>Galleries and OB Vehicles</p> <p>Person to person transmission and via cross contamination</p>	<p>Crew, contributors, artistes</p>	<ul style="list-style-type: none"> • Essential crew only in galleries/OB vehicles. There should be at least a 2m separation between workstations or alternatively separate facilities (vehicles, monitors, suits), linked electronically, or the installation of screens to provide a physical barrier to be used. • A one way travel system should be implemented where possible. • Galleries/OB vehicles must be sanitised before and after use. Consider the use of a fogging system. OB provider should confirm their cleaning regime before use.
<p>Catering and other Craft Services</p> <p>Person to person transmission and via cross contamination</p>	<p>Crew, contributors, artistes</p>	<ul style="list-style-type: none"> • Dedicated eating areas should be identified on site to reduce food waste and contamination. They must be large enough to allow crew to queue and sit at safe distances. • Meal and break times should be staggered to reduce congestion and maintain physical distancing of 2m at all times. • All catering and eating areas should be regularly (at least twice daily) cleaned and disinfected. • Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by crew when entering and leaving the area. • Crew should be encouraged to bring pre-prepared meals and reusable drink bottles from home. • Stringent hygiene checks should be carried out on caterers being used prior to engagement to include their health monitoring procedures. <p><u>Where catering is provided:</u></p> <ul style="list-style-type: none"> • One way travel systems are to be implemented where possible • Pre prepared and wrapped food should only be provided • All cutlery, cups, plates, eating utensils etc should be disposable • Tables should be sanitised between each use and at the end of the day

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p><i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> 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)</i></p>		<p><i>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources</i></p>
Hazard:	To Whom:	
		<p>Tea Table Interaction: One allocated runner to be responsible for tea table. Safe distancing should be maintained at all times. Controls should include for example:</p> <ul style="list-style-type: none"> • If a drink is required, an order if requested from the allocated runner by radio, or at safe distance. The order is then completed and set onto a service area (in practice a trestle table separate from the tea table) where the person ordering will collect the drink. • One person only from each department to be allocated to order/collect drinks. • Drinks should not be walked around set and offered up on trays. • Use disposable cups. • Where reusable water bottles are brought to set, individuals to be personally responsible for bottle and shall not share bottle. • A refilling station to be available at the service table. The bottle owner only shall place the bottle at the refiller and step away before the allocated runner presses the button to refill without touching the bottle. Once filling is complete, bottle owner shall retrieve bottle. • Alternatively, single use individual small water bottles to be available, via the allocated departmental drinks collector.
POST PRODUCTION		
<p>Post Production/Edit Suites/ADR Facilities</p> <p>Person to person transmission and via cross contamination</p>	<p>Crew/Cast involved in the post production process</p>	<p>Where possible:</p> <ul style="list-style-type: none"> • All post production work should be done remotely. • Where this is not possible distancing rules must be maintained, If necessary use physically separate facilities linked electronically. • Sanitisation of edit suites before and after use. Consider fogging system. Check with post production house what cleaning/sanitising regimes they have in place before use.

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p>Identify and list what hazards could cause <i>significant</i> harm, how and to whom. This includes <i>anybody</i> 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)</p>		<p>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources</p>
Hazard:	To Whom:	
GENERAL		
<p>Mental health during the coronavirus outbreak</p> <p><i>Infectious disease outbreaks like coronavirus (COVID-19), can be worrying. This can affect mental health. Individuals may notice:</i></p> <ul style="list-style-type: none"> • <i>increased anxiety</i> • <i>feeling stressed</i> • <i>finding yourself excessively checking for symptoms, in yourself, or others</i> • <i>becoming irritable more easily</i> • <i>feeling insecure or unsettled</i> • <i>fearing that normal aches and pains might be the virus</i> • <i>having trouble sleeping</i> • <i>feeling helpless or a lack of control</i> • <i>having irrational thoughts</i> 	<p>All cast/crew</p>	<p>Be aware of yours and others anxiety and concerns during these challenging times. Be aware of and apply the following strategies where possible:</p> <ul style="list-style-type: none"> • If you are taking any prescription medications, make sure you have enough and readily accessible. • Keeping a realistic perspective of the situation based on facts is important. Stay informed but set limits for news and social media. Use trustworthy and reliable sources to get your news. • Read up-to-date, factual information • Keep up your healthy routines including exercise, • Ensure you get a good night's sleep • Keep hydrated • Keep a balanced diet, • Avoid excess alcohol, • Use relaxation techniques, • Improve your mood by doing something creative, • Stay connected to others • Try to anticipate distress, seek support and support each other <p>For further advice go to: https://www.gov.uk/government/publications/COVID-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-COVID-19</p>

Producer:	Signature:	Date:
Name:		
I am satisfied that I have read the above risk assessment and it constitutes a proper and adequate risk assessment in respect of this production.		
Line Producer:	Signature:	Date:
Name:		
I have read the above risk assessment and strict adherence will be observed at all times during the production.		
Production Manager:	Signature:	Date:
Name:		
I have read the above risk assessment and strict adherence will be observed at all times during the production.		

London Office (Registered Office)

First Option Safety Group
Orwell House
16-18 Berners Street
London
W1T 3LN

Edinburgh Office (Registered Office)

Action Media Safety Ltd
Summit House
4-5 Mitchell Street
Edinburgh
EH6 7BD

**Consultants also in Liverpool, Manchester,
Birmingham and Cardiff**

Office 0203 301 1256

Option 1 - Safety Advice Line
Option 2 - Onsite Support Bookings and General Enquiries
Option 3 - Training Bookings
Option 4 - Safety Equipment
Option 5 - High Risk Advice

Main Office	info@firstoption.group
Advice	advice@firstoption.group
Training	training@firstoption.group
Stores	stores@firstoption.group
High Risk	highrisk@firstoption.group