

COVID-19 Guidance for Location Filming in Bath and North East Somerset: Production Action List

Version 1.0 - June 2020

Introduction

This Action List has been created in collaboration with Film London, Film Offices UK and Creative England. It is supplementary to Bath Film Office's overarching protocols and provides guidelines for production companies and filmmakers that are filming on location in Bath and North East Somerset while COVID 19 restrictive measures are in place. It temporarily annexes the **Bath Film Office Code of Practice** which applies to:

“all location filming and commercial photography projects (including feature films, television, commercials, drama documentaries, music videos, idents, stills shoots, student and short film crews), excluding newsgathering.

No Action within this list supersedes any other part of the Bath Film Office Code of Practice.

The production should confirm in writing to **The Bath Film Office, Pump Room, Stall St, Bath BA1 1LZ** that they are willing to comply with this guidance and the Bath Film Office code of practice. On that basis a film permit will be issued.

For further help, advice and access to resources please contact the Bath Film Office.

bath_filmoffice@bathnes.gov.uk

Purpose of this Action List

The primary purpose of the Actions listed are to ensure that Bath and North East Somerset location filming complies with Government COVID-19 safety guidance and that filming activity does not increase the risk of spreading COVID-19 in the UK population.

As with the remainder of the Code of Practice, complying with this Action List does not constitute permission to film.

This Action List is dynamic in that it will be amended as and when changes in Government guidance are published until such a time when the Action List is deemed superfluous and will therefore be removed from the Code of Practice.

This Action List supports and complements:

[All UK Government guidance with regards to Working Safely During Coronavirus COVID-19](#)

[The BFC 'Working Safely During COVID-19 in Film and High-end TV Drama Production' guidance June 2020](#)

[The UK Broadcasters TV Production COVID-19 Guidance May 2020](#)

[The APA COVID-19 Guidelines May 2020](#)

This document assumes that productions are already utilising the guides referenced above before scouting the location.

The industry guides above recommend the services of a COVID-19 Health and Safety Officer / Supervisor during pre-production and planning stages of a shoot.

The Actions listed below assume that this recommendation has been followed. The Bath Film Office will ask which COVID-19 guidance the production is following and ask who the lead COVID-19 contact will be on location on the day of the shoot.

Contents

All Productions Filming In Public Spaces	3
Filming On Street (Non Road Closure/ 5+ Crew/ Equipment On Highway)	4
Filming On Street (With Road Closure)	4
Parking On Street	5
Filming In Parks And Open Spaces	5
Filming In Enclosed/Interior Public Locations	6
Unit Bases In Public Spaces	7

Definition Of A Working Area

The physically defined space(s) in which crews remain whilst working. The size and shape of which is agreed in advance with the Bath Film Office.

1. All Productions Filming in Public Spaces:

1.1. Sufficient planning time will be scheduled to allow for additional COVID-19 measures needed on Location and the additional liaison required with the Bath Film Office accordingly.

1.2. Risk Assessments and Method Statements must include full assessment of COVID-19 specific risks associated with the production's proposed activity at each location and be presented to the Bath Film Office during the early stages of application.

1.3. When on location, all cast, crew and third party contractors related to the shoot must be aware of their own responsibilities regarding the implementation of the Risk Assessment.

1.4. The avoidance of any last-minute changes to the shoot that cause an alteration of the risks associated with the agreed Risk Assessment and Method Statement.

1.5. Cast and crew to be over 2 metres away from other people (public, residents, businesses etc).

1.6. Crew to work 2 metres apart from each other.

1.7. In extenuating circumstances, where crew cannot work 2 metres apart within their Working Area, sufficient mitigating actions must be taken, including but not limited to: - Minimising time spent in contact - Using fixed teams and partnering up for close-up work - Increasing hand and surface washing - Wearing a face covering. See [Working safely during coronavirus – Government guidance](#)

1.8. Rigorous cast, crew and equipment sanitisation protocols including cleaning, handwashing and hygiene procedures will be implemented. The positioning of sanitisation facilities on location will be discussed with the Bath Film Office during the planning of the shoot.

1.9. Reducing numbers of people in groups reduces the risk of spread of COVID-19. Therefore, numbers of cast and crew present on any location must be kept to an absolute minimum at all times.

1.10. The avoidance of causing public to either gather to view the shoot or to crowd together in order to pass one and other.

1.11. Display signage to highlight COVID-19 safety precautions and the request for public to keep 2 metres away (wording to be agreed with the Bath Film Office).

2. Filming On Street (Non Road Closure / 5+ Crew / Equipment on Highway)

2.1. All Actions in Section 1 above will be implemented.

2.2. All crew to remain within an agreed, physically defined Working Area(s) including the use of barriers (type to be agreed with the Bath Film Office) within which crew have 4 square metres each to work.

2.3. Free-flowing public thoroughfare of over 2 metres must be maintained. Additional barriers or appropriate removable markings can be used to indicate 2 metres distance from the Working Area to the public.

2.4. No piece of kit or equipment from any department will be positioned outside the Working Area, including sanitisation and refuse facilities.

2.5. No cast or crew will linger outside the Working Area.

2.6. All cast including Supporting Artists to remain within the Working Area between takes, keeping 2 metres apart from each other.

2.7. Cast positions during takes will vary according to the needs of the scene and must be risk assessed accordingly. Cast positioning must not reduce public thoroughfare.

3. Filming On Street (with Road Closure)

- 3.1. All Actions in Section 1 above will be implemented.
- 3.2. Define the Working Area as the closed road which may include both highway and pathway as agreed with the Bath Film Office.
- 3.3. Where applicable, a safe method of access and egress for residents / businesses to be agreed in advance with the Bath Film Office.
- 3.4. All crew to remain within an agreed, physically defined Working Area(s) (including the use of barriers where necessary) within which crew have 4 square metres each to work.
- 3.5. No piece of kit from any department will be positioned outside the Working Area, including sanitisation and refuse facilities.
- 3.6. No cast, crew or contractor will linger outside the Working Area.
- 3.7. All cast including Supporting Artists to remain within the Working Area between takes, keeping 2 metres apart from each other.
- 3.8. Cast positions during takes will vary according to the needs of the scene and must be risk assessed accordingly with regards to their proximity to other cast /crew members.

4. Parking on Street:

- 4.1. All Actions in Section 1 above will be implemented.
- 4.2. No piece of kit or apparatus from any department is permitted to sit on pathways. All kit must remain within vehicles (including tailgate) or within the location Working Area or travelling between the two.
- 4.3 Due consideration to be given to the parking and access needs of residents. Sufficient distances between technical vehicles/crew cars/crew movements and public access routes to properties and vehicles should be maintained at all times. Control measures that could impact on public access and throughways must be communicated to residents in advance and necessary consultation provided to provide assurances and solutions that will protect public safety.

5. Filming in Parks and Open Spaces:

- 5.1. All Actions in Section 1 above will be implemented.
- 5.2. Productions to expect that facilitating public exercise will take priority over filming, creating more restrictions than normal.
- 5.3. All crew to remain within an agreed, physically defined Working Area(s) (including the use of barriers) within which crew have 4 square metres each to work.
- 5.4. Additional separate Working Areas for non-essential crew and / or SA's to be agreed with the Bath Film Office and physically defined accordingly. Multiple Working Areas to be monitored to avoid exceeding maximum capacity of each.
- 5.5. Free flowing public thoroughfare of over 2 metres must be maintained. Additional barriers or appropriate removable markings can be used to indicate 2 metres distance from the Working Area to the public.
- 5.6. No piece of kit from any department will be positioned outside the Working Area(s), including sanitisation and refuse facilities.
- 5.7. No cast, crew or contractors will linger outside the Working Area(s).
- 5.8. All cast including Supporting Artists to remain within the Working Area between takes, keeping 2 metres apart from each other.
- 5.9. Cast positions during takes will vary according to the needs of the scene and must be risk assessed accordingly. Cast positioning must not reduce public thoroughfare.

6. Filming in Enclosed / Interior Public Locations:

- 6.1. All Actions in Section 1 above will be implemented.
- 6.2. Ensure that filming activity complies with the premises' own COVID-19 Risk Assessments and operational protocols including access to toilets.
- 6.3. Select locations that provide wholly or at least partly-exclusive access to the production and locations that provide more space than would normally be required for filming.

6.4. Comply with the Location's cleaning regime providing additional COVID-19 cleans before prep and after strike plus any other cleaning deemed necessary according to the Guidelines (listed above).

6.5. All crew to remain within an agreed, physically defined Working Area(s) (including the use of barriers if other areas remain open to the public or other users) within which crew have 4 square metres each to work. Consider using one-way systems for access and egress.

6.6. Additional separate Working Areas for non-essential crew and / or SA's to be agreed with the Bath Film Office and physically defined accordingly. Multiple Working Areas to be monitored to avoid exceeding maximum capacity of each.

6.7. Free flowing public thoroughfare of over 2 metres must be maintained. Additional barriers or appropriate removable markings can be used to indicate 2 metres distance from the Working Area to the public.

6.8. No piece of kit from any department will be positioned outside the Working Area(s), including sanitisation and refuse facilities.

6.9 To avoid multiple handling of site-specific equipment, crews will bring with them all the kit they need to complete the shoot and will not ask to borrow the venue's equipment.

6.9. No cast, crew or contractors will linger outside the Working Area(s).

6.10. All cast including Supporting Artists to remain within the Working Area between takes, keeping 2 metres apart from each other.

6.11. Cast positions during takes will vary according to the needs of the scene and must be risk assessed accordingly. Cast positioning must not reduce public thoroughfare.

7. Unit Bases in Public Spaces:

7.1. All Actions in Section 1 above will be implemented.

7.2. Unit Base area to be physically defined, cordoned off and monitored by security in order to prevent access by public (including connections to services such as water / electricity).

7.3. No piece of kit from any department will be positioned outside the Unit Base area including sanitisation and refuse facilities.

7.4. No cast, crew or contractors will linger outside the Unit Base area.

7.5. All cast, crew and contractors to remain 2 metres apart.

7.6. Catering provision to follow Government and other industry guidance, listed above.