

Coronavirus (COVID-19) - Risk Assessment Guidance for Staff, Freelancers, Cast and Contributors

BEFORE PRODUCTION

1. Make your Producer aware if you are at high risk of harm or are in regular contact with someone who is. We will be asking every staff member and freelancer to fill out a survey to assess risk for themselves and others. This MUST be filled out every time you start a new production with Rural Media in case your personal situation changes in between productions.
2. If you are concerned that your role on set may require being within two metres of other colleagues please refer up to your Producer before production commences, so solutions can be discussed and actioned.
3. If your role involves bringing any personal equipment to and from set please ensure all equipment is thoroughly cleaned/wiped down before and after each day of production. On one person should be handling camera or lighting kit per production.
4. Prepare all of your own food, drinks before the start of each day to bring with you as it is unlikely catering will be offered on the day. We will provide per diems ahead of production to ensure food and drink can be purchased before production commences.
5. Prepare travel arrangements well in advance of production. If driving (ideally single occupancy), ensure there is parking available ahead of production. Fuel should be purchase using the pay at the pump facility. Wash hands before and after using any public transport, including taxi or shared vehicle. As from 15th June wearing PPE equipment on public transport is compulsory.
6. You will be required to complete a Covid19 self-declaration survey prior to shooting and asked to let us know immediately if any of your circumstances change.
7. PLEASE READ ALL RISK ASSESSMENTS AND CALL SHEETS THOROUGHLY TO ENSURE YOU AND YOUR COLLEAGUES ARE AS PROTECTED AS POSSIBLE.

DURING PRODUCTION

1. Where possible physically maintain 2m separation between individuals, this implies 4m² per person in a clear space or 6m² in a space with furniture or equipment.
2. If filming inside we will ask you to wear PPE equipment – please flag any issues with this to your producer.
3. If you start showing symptoms in the lead up, during Production or 7 days after production please inform your Producer immediately.
4. It is essential that everyone involved with the production applies good practice in terms of social distancing and infection control. Good practice is to:
 - Wash your hands more often for 20 seconds.

- Use soap and water or a hand sanitiser when you: get home or into work, blow your nose, sneeze or cough, eat or handle food
 - Minimising the touching of shared surfaces (e.g. door-handles, keyboards, table-tops, etc.)
 - Not touching the face as much as possible and use face masks if you feel comfortable to.
5. We will aim to provide sanitiser stations for each production, but it is recommended you bring your own if you can.
 6. For cast, we will ask you to add your own make-up on set and bring your own costume depending on the needs of each production
 7. Please don't be afraid to remind everyone on the set of their duties to protect others.
 8. If you are responsible for paperwork please ensure they are kept in a cleanable plastic wallet.
 9. If on standby please move to assigned holding areas if available rather than occupying areas that are directly adjacent to filming activity
 10. If members of the public do gather to watch, if necessary stop filming and wait for the public to disperse.
 11. Anyone on set who develops symptoms will be sent home immediately, asked to take a Covid19 test and appropriate sanitation steps taken. If the individual tests positive everyone on set in close contact will be informed and given appropriate advice. See Test and Trace system.

IF YOU ARE CONCERNED ABOUT HEALTH AND SAFETY FOR YOURSELF OR OTHERS AT ANY STAGE OF PRODUCTION PLEASE ALWAYS REFER UP