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

Updated: 4.2.2022

Due for review: 7.3.2022

From the 19th January the UK Government has announced that England will move back to Plan A following the success of the booster programme. Film and TV production restrictions have been lifted but in order to minimise the risk to staff, freelancers, cast, contributors and participants we will continue to work within the guidelines below for productions (including photography and journalism) and workshops. For further reading see <https://britishfilmcommission.org.uk/guidance/regarding-covid-19-coronavirus/>

Rural Media will continue to work within the Production Guidelines below.

BEFORE PRODUCTION

1. You will be required to complete a Covid19 self-declaration survey prior to shooting where you indicate the following:

- You have had no symptoms currently or within the previous 5 days
- You have participated in the ScreenSkills Covid H&S training
- You are not shielded or have any underlying condition

We will be asking every staff member and freelancer to fill out this 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. We strongly advise all cast and crew to take a lateral flow test, we recommend you do so the day before the shoot and self-isolate until arriving on set. Lateral flow test kits are widely available to order online or to be collected from pharmacies and other collection points <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/>

3. Government guidance on social distancing in England no longer applies. But each production will apply social distancing where possible in order to reduce risk. Where social distancing is impractical the crew should “minimise the risk of transmission beyond this fixed group.” The Head of Production will assess live shoots with due regard to Health & Safety and practical implication of crew bubbles.

4. The bare minimum number of people should attend recces and where possible photos and videos should be used instead. The size, security and ventilation of a location should be considered ahead of time.
5. Adopt remote working practices wherever possible with only essential crew members on set.

PLEASE READ ALL RISK ASSESSMENTS AND CALL SHEETS THOROUGHLY TO ENSURE YOU AND YOUR COLLEAGUES ARE AS PROTECTED AS POSSIBLE.

DURING PRODUCTION

1. Government guidance on social distancing in England no longer applies. But each production will apply social distancing where possible in order to reduce risk.
2. It is essential that everyone involved in the production apply good practice in terms of infection control. Good practice is to:
 - Wash your hands frequently for 20 seconds.
 - Not touching the face as much as possible.
 - Use soap and water or hand sanitiser when you: get home or into work, blow your nose, sneeze or cough, eat or handle food.
 - Minimise the touching of shared surfaces and equipment (e.g. door-handles, keyboards, table tops etc.)
3. If filming inside we will aim to ensure the largest working space possible and that there is adequate ventilation. Government guidance on mask wearing in England no longer applies although those working in close proximity, for which there is no solution, will be asked to wear masks eg; Make-Up, Costume, DPs and Camera Assistants

In Northern Ireland, Scotland and Wales, face coverings are required by law in most indoor public spaces. Where worn correctly, this may reduce the risk of transmission to themselves and others. Productions should check relevant guidance for England, Northern Ireland, Scotland and Wales as appropriate as it may differ. Please be mindful that:

- The wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound
- Some people are not able to wear face coverings, and the reasons for this may not be visible to others

5. If you start showing symptoms in the lead up, during production or 5 days after production please inform your producer immediately

6. Productions should use the absolute minimum number of essential people on set. Visitors should be avoided and if unavoidable by appointment only. The Producer should be made aware of the exact time of their arrival ahead of time.
8. If on standby please move to assigned holding areas if available rather than occupying areas that are directly adjacent to filming activity.
9. All indoor areas should be kept well ventilated with doors and windows open and cast and crew should be allowed to take regular breaks for fresh air.
10. Frequent cleaning, good hygiene and ventilation, even if the whole crew has received a negative result/been vaccinated, will be implemented.
11. Where practical use remote monitoring, remote focus, unmanned cameras and other technologies, which allow operating at a distance.
12. Please don't be afraid to remind everyone on the set of their duties to protect others.
13. Be aware of the mental health of yourself and others during these challenging times. Signposting to support and well-being services will be available on call sheets or speak to your Producer / Head of Production.

BEFORE WORKSHOPS

1. Where possible staff and participants will be required to complete a Covid19 self-declaration survey prior to shooting where you indicate the following:
 - You have had no symptoms currently or within the previous 5 days
 - You have participated in the ScreenSkills Covid H&S training
 - You are not shielded or have any underlying condition
2. If working with young people in schools or colleges Producers and Workshop leaders should be made aware of the school or college own Covid guidelines and adhere to their internal policy.
3. Relevant Risk Assessments should be carried out prior to any workshop.

DURING WORKSHOPS

1. Government guidance on social distancing in England no longer applies. But each workshops will apply social distancing where possible in order to reduce risk.

2. It is essential that everyone involved in the workshop appl good practice in terms of infection control. Good practice is to:

- Wash your hands frequently for 20 seconds.
- Not touching the face as much as possible.
- Use soap and water or hand sanitiser when you: get home or into work, blow your nose, sneeze or cough, eat or handle food.
- Minimise the touching of shared surfaces and equipment (e.g. door-handles, keyboards, table tops etc.)

3. Government guidance on mask wearing in England no longer applies although those working in close proximity, for which there is no solution, will be asked to wear masks where appropriate.

In Northern Ireland, Scotland and Wales, face coverings are required by law in most indoor public spaces. Where worn correctly, this may reduce the risk of transmission to themselves and others. Productions should check relevant guidance for England, Northern Ireland, Scotland and Wales as appropriate as it may differ. Please be mindful that:

- The wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound
- Some people are not able to wear face coverings, and the reasons for this may not be visible to others

5. If you start showing symptoms in the lead up to or, during workshops or 5 days after please inform your workshop leader immediately

6. All indoor areas should be kept well ventilated with doors and windows open and staff and contributors should be allowed to take regular breaks for fresh air.

10. Frequent cleaning, good hygiene and ventilation will be implemented.

11. Please don't be afraid to remind everyone in the workshop of their duty to protect others.

12. Be aware of the mental health of yourself and others. Signposting to support and well-being services will be available on call sheets or speak to your Producer / Head of Production/ Work Shop Leader.

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