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

**Updated: 21.07.2021**

**Due for review: 31.08.2021**

As of the 19<sup>th</sup> of July 2021 the government has lifted lockdown measures. For the safety and comfort of all Rural Media staff, freelancers and contributors for film productions we will continue to work within the Production Guidelines below and continue to review as necessary. For indoor workshops and podcast recordings the recommendation will not be to wear face masks unless someone wants to as these are more controllable environments and the risk is reduced.

### 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 within the previous 10 days
- You haven't been in contact with anyone showing symptoms within the previous 14days
- You have not received a notification ('ping') from the NHS Covid19 app or a phone call from NHS Track & Trace telling you to self-isolate
- If anyone in your household or bubble has received a notification ('ping') from the NHS Covid19 app or a phone call from NHS Track & Trace telling them to self-isolate

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 (Rapid Test) for asymptomatic people, which can provide results within 30 mins, then we recommend you do so the day before the shoot and self-isolate until arriving on set.

You can find out about lateral flow (rapid) test here

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/>

3. If a production location is entirely outside we will be advising that the crew do not need to wear facial coverings, however, for everyone's comfort and safety we will be asking people to wear masks inside unless they have medical exemption – you will be asked this information on the Covid self-declaration survey.

4. Where overnight stays are needed, single occupancy accommodation should be obtained and the hygiene and social distancing measures at the venue confirmed before use.
5. 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. Where possible only one person should be handling this equipment per production.
6. Producers and Production assistants should continue to include a section about Covid-19 in Risk Assessment which must be signed off by the Creative Director / Exec Producer
7. PLEASE READ ALL RISK ASSESMENTS AND CALL SHEETS THOROUGHLY TO ENSURE YOU AND YOUR COLLEAGUES ARE AWARE OF OUR GUIDELINES.

#### **DURING PRODUCTION**

1. Where possible physically maintain 1m separation between individuals
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 (e.g. door-handles, keyboards, table topsetc).
3. We will provide sanitiser stations for each production, but it is recommended you bring your own if you can.
4. If filming inside we will ask you to wear facial coverings – please flag any issues with this in your self-declaration survey.
5. If you start showing symptoms in the lead up, during production or 7 days after production please inform your producer immediately and book a PCR test.
6. If on standby please move to assigned holding areas if available rather than occupying areas that are directly adjacent to filming activity.

7. All 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.
8. If you are responsible for paperwork please ensure they are kept in a cleanable plastic wallet.
9. When the cast is required to stand in during set ups they should wear a facial covering until filming begins. This is only necessary when filming inside.
10. *Where practical* use remote monitoring, remote focus, unmanned cameras and other technologies, which allow operating at a distance.
11. When it is not possible to maintain social distancing for certain tasks (i.e. focus pulling, make-up artists) it is recommended that crew members wear masks even outside. These masks should ideally be of the FFP2/3 type and are different to cloth facial coverings.
12. If members of the public do gather to watch, if necessary stop filming and wait for the public to disperse.
13. Cleaning equipment, facial coverings or anything used to negate the spread of Covid19 should be thrown into a specific bin, double bagged, stored securely for 72 hours and then disposed of as general waste.
14. Please don't be afraid to remind everyone on the set of their duties to protect others.
15. Production managers and heads of departments are to be informed of the mental health effects and asked to monitor their crews, cast and contributors accordingly. Be aware of the mental health of yourself and others during these challenging times.

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