



COVID-19 Guidance for Location Filming

Production Action List

Version 2.0 - Nov 2020

Introduction

This Action List has been created with assistance of Film Officers UK, Creative England, Film London and the London Filming Partnership's COVID-19 Working Party. It temporarily annexes the **Filming in Liverpool Code of Practice** which applies until further notice to all forms of **Productions** (including feature films, television, commercials, drama documentaries, music videos, idents, stills shoots, student and short film crews) shot on location in public places in the Liverpool City Region (LCR) which are likely to, or have the potential to, cause disruption to normal activity

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

Purpose of this Action List

The primary purpose of the Actions listed are to ensure that LCR location filming complies with Government COVID-19 safety guidance and that filming activity does not increase the risk of spreading COVID-19 in the public domain.

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 compliments:

- ✓ 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'
- ✓ The UK Broadcasters TV Production COVID-19 Guidance
- ✓ The APA COVID-19 Guidelines

This document assumes that cast and crew of 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 Liverpool 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 and what training they have received.

Definitions

Location Authority – The owner or managing agent / organisation of the location, including location contact for the Location Authority, Local Authority within LCR, Highways Authority, Traffic Authority and Merseyside Police.

Working Area(s) – The physically defined space(s) in which crews remain whilst working. The size and shape of which is agreed in advance with the Location Authority.

All cast crew and contractor of all Productions to comply with the following provisions :

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 between the Liverpool Film Office, the Location Authority accordingly and Production.
- 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 relevant Location Authority 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).
- 1.8. 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 Liverpool 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 Liverpool Film Office and Location Authority).
- 1.12. Meet all statutory obligations and obtain all permissions relating to the Production .. This includes (but is not limited to) to any and all applicable Law, where **Law** means any law, statute, subordinate legislation within the meaning of section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of section 2 of the European Communities Act 1972, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body which the Grantee is bound to comply as amended or updated from time to time , including but not limited to :

The Health and Safety Act 1974 and all associated regulations.

The Licensing Act 2003

The Occupiers Liability Act 1957

Health Protection (Coronavirus , Restrictions) (No.2) (England) Regulations 2020 (SI 2020/684)

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) making sure to adhere to the current government guidelines on social distancing including the use of barriers (type to be agreed with the Location Authority)
- 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. All barriers and marking must be promptly removed on completion of filming
- 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.
- 2.7. Cast positioning must not reduce public thoroughfare.
- 2.8. Where applicable, a safe method of access and egress for residents / businesses must be maintained.
- 2.9. Please be aware on occasion a pavement closure may be necessary in order for work to take place safely. The production should allow time and budget for this to be assessed.

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 Liverpool Film Office.
- 3.3. Where applicable, a safe method of access and egress for residents / businesses must be maintained.
- 3.4. All crew to remain within an agreed, physically defined Working Area(s) making sure to adhere to the current government guidelines on social distancing (including the use of barriers where necessary).
- 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.

4. Parking on Street:

- 4.1. All Actions in Section 1 above will be implemented.
- 4.2. All parking must be approved by the Location Authority

Code of Practice for Filming In Liverpool

- 4.3. No piece of kit or apparatus from any department is permitted to sit on pathways unless this is the defined working area and closed from the public. All kit must remain within vehicles (including tailgate) or within the location Working Area or travelling between the two.

5. Filming in Parks and Open Spaces:

- 5.1. All Actions in Section 1 above will be implemented.
- 5.2. All cast, crew and contractors of 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) making sure to adhere to the current government guidelines on social distancing (including the use of barriers)
- 5.4. Additional separate Working Areas for non-essential crew and / or SA's to be agreed with the Location Authority 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. Where this is not possible (i.e. narrow paths) this will need to be assessed and if approved additional route signage provided for public to use.
- 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

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 Assessment and ensure that the Risk Assessment addresses and manages the risks of COVID 19 for the Productions in accordance with all relevant government guidance and **Law** .
- 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) making sure to adhere to the current government guidelines on social distancing (including the use of barriers if other areas remain open to the public or other users). 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 Location Authority and physically defined accordingly. Multiple Working Areas to be monitored to avoid exceeding maximum capacity of each.

Code of Practice for Filming In Liverpool

- 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. 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

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

For further help, advice please contact the Liverpool Film Office at film.office@liverpool.gov.uk or +44 (0)151 233 0178