



Filming in Bristol Code of Practice Annex: **COVID 19 Action List for Filming in Public Locations**

This Action List has been authored by Film London and adopted by Creative England and Film Office and Local Authority filming partners, providing parity for industry filming in Public Locations across England. It is supplementary to Bristol Film Office's overarching protocols and provides guidelines for production companies and filmmakers that are filming on location in Bristol whilst COVID 19 restrictive measures are in place. It temporarily annexes the [Filming in Bristol Code of Practice](#) until further notice, which applies to all professional 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 Filming in Bristol Code of Practice.

For further help, advice and access to resources please contact bristolfilmoffice@bristol.gov.uk

Purpose of this Action List

The primary purpose of the Actions listed are to ensure that Bristol 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.

Complying with this Action List alone does not constitute permission to film. For permission to film to be granted, Production Companies should complete the filming permit application process at <http://filmbristol.co.uk/homepage/filming-permission/>.

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 www.gov.uk/guidance/working-safely-during-coronavirus-covid-19
- ✓ The British Film Commission (BFC) COVID 19 Code of Practice June 2020 <http://britishfilmcommission.org.uk/guidance/regarding-covid-19-coronavirus/>
- ✓ The UK Broadcasters TV Production COVID 19 Guidance May 2020 (www.pact.co.uk/member-services/resourcelibrary.html?q=Industry+wide+TV+Production+Guidance)
- ✓ The Advertising Producers Association (APA) COVID 19 Guidelines May 2020 [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. Bristol Film Office may 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 as part of the filming permissions process.

Bristol Film Office

Bristol Museum & Art Gallery, Queens Road, Bristol BS8 1RL United Kingdom
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www.filmbristol.co.uk





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 Avon and Somerset 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 contractors of all productions are 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 with the Bristol Film Office and residents/businesses.
- 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 Bristol 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, crew and contractors to be over 2 metres away from other people (public, residents, businesses, etc.) at all times.
- 1.6. Rigorous cast, crew and equipment sanitisation protocols including cleaning, handwashing and hygiene procedures will be implemented. Facilitating sanitisation protocols on location will be discussed with the Bristol Film Office during the planning of the shoot.
- 1.7. 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.
- 1.8. The avoidance of causing public to either gather to view the shoot or to crowd together in order to pass one another.
- 1.9. Attach COVID 19 specific signage to Working Area.

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

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



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- 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 Bristol Film Office).
- 2.3. Free flowing public thoroughfare of over 2 metres must be maintained. Additional barriers or tape stuck to the floor can be used to indicate 2 metres distance from the Working Area to the public (but must be removed when filming activity is completed).
- 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. Display signage on barriers to highlight COVID 19 Safety precautions and the request for public to keep 2 metres away.
- 2.9. Additional stewards/security personnel to be brought in to manage public access to spaces used for filming as required. Stewards and security to maintain 2 metre distance from members of the general public at all times.
- 2.10. Where applicable, a safe method of access and egress for residents / businesses must be maintained.
- 2.12. 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 Bristol Film Office.
- 3.3. Where applicable, a safe method of access and egress for residents / businesses to be agreed in advance with the Bristol Film Office.
- 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 (type to be agreed with Bristol Film Office).



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- 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.
- 3.8. Display signage on barriers to highlight COVID 19 Safety precautions and the request for public to keep 2 metres away.
- 3.9. Additional stewards/security personnel to be brought in to manage public access to spaces used for filming as required. Stewards and security to maintain 2 metre distance from members of the general public at all times.

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. All cast, crew and contractors of productions to expect that facilitating public exercise will take priority over filming.
- 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 (type to be agreed with Bristol Film Office).
- 5.4. Additional separate Working Areas for non-essential crew/Supporting Artists to be agreed with the Bristol Film Office and physically defined accordingly. Multiple Working Areas to be monitored to avoid exceeding maximum capacity of each.



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- 5.5. Free flowing public thoroughfare of over 2 metres must be maintained. Additional barriers or tape stuck to the floor can be used to indicate 2 metre distance from the Working Area to the public (but must be removed when filming activity is completed).
- 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.
- 5.9. All cast and crew to have easy access to sanitisation facilities for frequent hand washing / disinfecting.
- 5.10. Display signage on barriers to highlight COVID 19 Safety precautions and the request for public to keep 2 metres away.
- 5.12. Additional stewards/security personnel to be brought in to manage public access to spaces used for filming as required. Stewards and security to maintain 2 metre distance from members of the general public at all times.

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.
- 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. Bristol Film Office can advise on location suitability and should be consulted prior to location scouting.
- 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 (type to be agreed with Bristol Film Office). Consider using one-way systems for access and egress.
- 6.6. Additional separate Working Areas for non-essential crew/Supporting Artists to be agreed with Bristol 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 tape stuck to the floor can be used to indicate 2 metre distance from the Working Area(s) to the public.

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- 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.
- 6.11. Display signage on barriers to highlight COVID 19 Safety precautions and the request for public to keep 2 metres away.

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. Catering provision to follow government and other industry guidance, listed above.
- 7.6. Display signage on barriers to highlight COVID 19 Safety precautions and the request for public to keep 2 metres away.

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