

Filming guidelines: terms and conditions and liability

The University of Sussex frequently receives requests from TV and film production companies who would like to use the location, its buildings, grounds, staff and students for film shoots.

This document sets out the terms and conditions of any filming agreement and details liability and health and safety requirements.

Terms and conditions

The contract will usually include the following terms and conditions:

- The production company must ensure that the emergency services are notified of filming activity and access for emergency vehicles must always be maintained during location filming. In particular, Sussex Police must be notified if the production company is to stage crimes, accidents, use firearms, dress artists as policemen or other members of the emergency services. The police must be notified if the production company plans to disrupt traffic or close public pathways or highways.
- Filmmakers should be sensitive to the multi-cultural University community. Students, staff and members of the public should be treated with courtesy at all times.
- Noise should be kept to a minimum, especially between 10pm and 8am.
- Crew members should use only the agreed, booked space for filming and should keep access to building, corridors and offices clear at all times.
- Crew members must not trespass onto neighbouring property or enter areas of the location that have not been agreed with the University [FC].
- All waste materials or dust sheets should be provided where appropriate to cover furniture or flooring for interior filming.
- Objects belonging to the location must not be moved or removed without the owner's permission.
- All waste material and equipment must be removed from the site once filming is completed.
- Catering services are available to hire at the University. The Filming Co-ordinator will provide details.

Liability

Health and safety requirements

Production company – responsible person

1. It is the responsibility of the production company or similar body to ensure that their employees comply with relevant risk assessments and method statements as well as any other applicable health and safety legislation guidance.
2. On behalf of the production company a competent person (e.g. the location manager) must be designated to ensure the health and safety management during the filming programme is maintained. The University must be advised of the name and contact details of this person before filming commences.

The University [FC] will ensure:

1. Risk assessments and method statements are received from the production company and any amendments are complied with following review by the designated University Safety Adviser.
2. A copy of the University's safety procedures for contractors is given to the production company.
3. The relevant fire action procedures are provided

Risk assessments and method statements

Relevant risk assessments and method statements must be prepared and received at least two weeks prior to commencement of filming and must be site specific. All University-requested amendments must be complied with before authorisation to film on University premises will be granted.

Filming schedule

Any changes to the filming schedule and associated activities will require review of risk assessments and method statements and any amendments must be submitted to the University [FC] for authorisation to proceed.

Access and egress

1. Delivery, loading and unloading of equipment, material, tools etc. from vehicles must be appropriately risk assessed and managed.
2. Access/egress must not be compromised by blocking or restricting safe passage for University staff, students and visitors through corridors, passageways etc; unless otherwise agreed with the University (FC).
3. Access for emergency vehicles and personnel must be maintained.

Fire safety



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1. The existing fire precautions and provisions within a building should not be diminished by, for example:
 1. Propping open or otherwise interfering with the proper function of self-closing doors.
 2. Compromising emergency escape routes by causing obstructions with materials and equipment.
 3. Removing or obscuring fire escapes or other safety signage.
 4. Reducing the effectiveness or operation of automatic fire detection equipment.
 5. Obstructing access to or interfering with portable fire equipment.
 6. Obstructing access to any of the building's fixed fire-fighting facilities.
 7. Non-compliance with the general fire instructions for the building.
2. The proposed use of pyrotechnics in order to create fire, explosion or other special effects, or the introduction of flammable substances or combustible materials should be notified in advance to the University's Health and Safety Officer
3. Where a hazardous activity is proposed and approved, the production company will be responsible for instituting the necessary safety measures and providing the appropriate fire safety equipment.
4. All production company staff will receive information on the University's [Fire Action Procedures] and must evacuate the building when the fire alarm sounds.
5. University buildings are no-smoking environments.
6. Where it is desirable for the purposes of the production to avoid compliance with any of the foregoing points, the production company must consult the University's FC and Fire Officer.

Fabric and services

1. No drilling or penetration of building fabric is permitted.
2. Any signage erected must use material that will not affect the fabric of the building.
3. No services or utilities (gas, electrical, pressure systems) may be used unless permission is granted from the University [FC].

Use and storage of equipment, materials and tools

1. Equipment, materials must be stored appropriately. A list of the main items should be made available to the University [Filming Co-ordinator].
2. Storage of equipment, materials and tools must be agreed with the University [F C] and the areas demarcated and signage erected where appropriate.
3. Where equipment, material or tools need to be left on University premises during the filming schedule, this must be agreed with the University [FC].
4. Any trailing cables must be contained or secured so that they do not present a trip hazard.
5. All electrical equipment used must be appropriately tested and residual current devices used where applicable.



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6. Only in exceptional circumstances and in agreement with the University [FC] will anything other than 110V centre tapped earth (CTE) systems be used for portable electrical equipment.
7. Electrical equipment should be turned off when not in use or when left unattended - for example, at the completion of that day's shooting programme.

Vehicles

1. Siting of vehicles for loading and unloading must be organised with the University [FC] prior to commencement of filming.
2. Where use of vehicles forms part of the script, a risk assessment and method statement is required.
3. Pedestrian/vehicle management should be considered where applicable.

Work at height

1. Any activities involving working at height, either as part of the script or the production activities, are subject to risk assessment and method statement. These documents must incorporate the hazards, risks and controls for falls, falling objects and use of access equipment.
2. All University roofs are subject to a permit-to-work system. Permission must be sought from the University [FC].

High-risk activities

Activities that present a high degree of risk – e.g. use of fire arms, stunt work, special effects – should be notified to the University [FC] well in advance of the two-week requirement for these activities to be fully risk-assessed before authorisation.

Children and animals

The University [FC] must be informed of the presence of children and use of animals or other live organisms in advance of the two-week requirement for risk assessments and method statements in order to ensure these activities can be authorised.

Noise

During filming activities, measures must be taken to ensure that noise is kept to a minimum. Effective noise-reduction methods must be employed for equipment that generates noise and should be subject to compliance with Noise at Work Regulations.



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Emergency provision

1. First aid must be supplied by the production company.
2. All accidents and incidents must be notified to the University [FC] and to the Security Office. A report regarding such accidents and incidents must be submitted to the University [FC] who will in turn forward it to the University Safety Office.

Completion of the filming schedule

1. No property of the production company or waste materials from the production activity should be left following completion of filming.
2. The production company's responsible person must ensure that all areas are returned to the condition in which they were found.
3. Where there has been damage to University property, fabric or services, the University [FC] must be informed prior to the production company's responsible person leaving University premises.