



Location Filming
in London
Code of Practice

Contents	Page
Foreword	3
Introduction	4
Definitions	6
General Location Filming Procedures	7
Location Filming – Application Process Flowchart	8
A—Z of Key Issues:	
1. Animals	10
2. Aerial Filming	10
3. Building Exteriors	11
4. Cabling	11
5. Camera Track	11
6. Catering	11
7. Charges	11
8. Child Performers	12
9. Coning for Parking	12
10. Council Property	12
11. Cranes/Jibs/Cherry Pickers	12
12. Employment	13
13. Filming from Vehicles	13
Scenes Involving a Weapon Flowchart	14
14. Firearms and Weapons	16
15. Health and Safety	16
16. Highways/Traffic Management	16
17. Historic and Cultural Locations	17
18. Indemnity and Insurance	17
19. Lighting	17
20. Litter Removal	17
21. Night Filming	17
22. Noise	17
23. Parking	17
24. Police/Emergency Services	18
25. Problem Solving	18
26. Publicity	18
27. Public Liability Insurance	18
28. Public Transport	18
29. Residents and Businesses	19
30. Risk Assessment	19
31. Rivers & Waterways	19
32. Road Markings	19
33. Scaffolding/Lighting Towers	19
34. Security	20
35. Signage	20
36. Special Effects/Pyrotechnics	20
37. Street Signs/Street Furniture/Street Lighting	21
38. Stunts	21
Annexe – Statutory Obligations	22

This Code of Practice represents a major step forward for the London Filming Partnership. For the first time, everyone involved in filming in the capital – the industry, those who represent the citizens of London and public and private organisations – has come together to agree a comprehensive and practical tool which will govern the practice of filming in London.

Although the Code itself is voluntary, it provides details of the statutory obligations to which all those engaged in filming must adhere. Everyone who has signed up to the London Filming Partnership has agreed that they will follow the Code.

The Code embodies the spirit of the Partnership, which is to make London a more film-friendly city. It offers assistance to both experienced professionals and new talent alike by providing a clear, simple checklist of practical issues which may arise in relation to filming in London. It also helps to ensure that the process of filming does not create difficulties for local residents or businesses.

The Code has been agreed after consultation with leading professionals involved in production across the entire span of the moving image industry, with representatives of the London boroughs and with private and public organisations across the city.

The Code is reviewed regularly to reflect the day-to-day practice and experience of filming on the ground.

I believe that we should all welcome this Code and collectively put our shoulders to the wheel to ensure that it delivers its objectives – making filming in London a smooth, efficient and positive experience for all.

Lord Puttnam, CBE
Chair, London Filming Partnership

Foreword



Introduction

This Code of Practice applies to all forms of production (including feature films, television, commercials, drama documentaries, music videos, idents, stills shoots, student and short film crews) shot on location in public places in London which are likely to, or have the potential to, cause disruption to normal activity.

In practice small on-street location shoots (three people or less) may not need to adhere to all aspects of the Code at all times and it is not intended for news crews.

The aims of the Code are to ensure that:

- The industry can film effectively, efficiently and flexibly in London
- All involved in location filming act responsibly, professionally and considerately at all times
- The practical impact of filming on people and businesses within London is minimised.

Through a combination of all the above, the long-term sustainability of filming in London is secured. This Code complements the production guidelines of the UK broadcasters which will in any event prevail.

This Code details the principles of best practice to which the signatories agree to adhere. It has been developed by film industry professionals in consultation with Borough Film Services and representatives of key organisations to help to promote filming in London.

By joining the Partnership, signatories agree to support their production team to help them to work within the guidelines, to comply with all statutory regulations and to use methods that conform to best practice.

Filming procedures which involve statutory obligations are indicated with a †.

Details of the main relevant statutory obligations are set out separately in the Annexe.

Productions are urged to read the Code and relevant obligations closely to ensure that they operate within the law. The Code shall be reviewed and updated regularly by Film London. This current draft was updated and approved in May 2012.

Please Note: Although this Code is comprehensive, it cannot cover every eventuality and each production should consult their legal counsel or other advisors in relation to individual concerns.

Any queries regarding this Code should be addressed to: locations@filmlondon.org.uk

There is an additional document entitled [Green Screen London](#) which complements this Code of Practice. This document can be found at www.filmlondon.org.uk/greenscreen

Definitions

'Production' refers to the Producer or Production Company, Production Manager, Location Manager or any other authorised officer or supervising worker of the audio-visual project being made.

'Local Authority' defines the administrative body of a local council responsible for an area or district of London. There are 33 Local Authorities in London.

'Borough Film Service' is the service provided for film-makers by each London Local Authority.

'Film Contact' is the service provided for film-makers by either a Local Authority or an Organisation or Agency.

'Transport for London' (TfL) is the integrated body responsible for the Capital's transport system.

'Highways Authority' defines the body responsible for managing and maintaining the highway. This includes Local Authorities' Highways Departments and Transport for London, the traffic and highway authority for the main road "Red Route" network (Transport for London Road Network) in London.

'Traffic Authority' defines the body responsible for assessing the impact of any proposed activity on traffic flow and the local community. This includes Local Authorities' Highways Departments and Transport for London.

'Security Industry Authority' (SIA) defines the body responsible for regulating the private security industry. They are responsible for the compulsory licensing of individuals working in specific sectors of the private security industry.

'MPS Film Unit' (MPSFU) The Metropolitan Police Service Film Unit is the single point of contact for liaising with police for filming in London. This does not include City of London.

General Location Filming Procedures

All producers undertake to inform Film London of any complex shoots well in advance of the start of shooting to ensure effective liaison with all parties affected by the shoot. Film London undertakes to facilitate such liaison in a timely and efficient manner.

Productions undertake that they shall inform the relevant Film Contact of a shoot that is taking place in a private location where such shooting may have an impact on the relevant Local Authority or Organisation.

All individuals working on location must take responsibility for their own health and safety and that of their colleagues. The producer has the overall responsibility for ensuring that adequate Health and Safety Policy and Management procedures are in place.



Location Filming – The Application Process

Do you know which borough your film location is in?*

Yes

No
Call Film London for advice
020 7613 7683

Is your location privately-owned, Council-owned or public highway?

Private Property

Approach owner directly.
**See FL Organisations and Agencies list for help

Council-Owned Property

Contact relevant Borough Film Service (BFS).
***See FL BFS list for details

Public Highway

Contact relevant Highways Authority, either via Borough Film Service (BFS) or TfL.
***See FL lists for details

Will you require on-street parking?

No
Inform BFS of filming.

Yes
***Arrange via BFS.

Inform Police

Inform Borough Police Contact, and where necessary the Metropolitan Police Service Film Unit of all filming details.
**See FL Police List

Distribute Resident's Letter

To any residents/businesses affected by filming – with sufficient notice, detailing dates, times, measures taken to minimise any disturbances that may arise, production contact details and BFS details – also send a copy to BFS.

Send formal application to BFS

Inc. dates, crew size, parking requirements, stunts (with risk assessment). Include public liability insurance cover sheet.

Recce

Attend 'recce' (site meeting) if necessary, with BFS (police officers and Local Authority officials may also need to be present).

Shoot is approved

BFS may issue a filming licence for the location and/or a permit/written confirmation of no objection for street filming.

During filming

Contact BFS in advance if any formerly agreed details change, regarding location, times, crew size, vehicle presence, props and nature of filming. Refer to the Location Filming in London Code of Practice for guidelines of location filming conduct

Public Property

For filming on public property, you must be covered by a 'public liability insurance' policy

* If you need help finding your locations, please contact Film London on:

020 7613 7683

locations@filmlondon.org.uk
www.filmlondon.org.uk

** See FL lists for contact details

*** Please note that lead times vary from borough to borough. A list of lead times is available at www.filmlondon.org.uk/borough_charges

FL = Film London

BFS = Borough Film Service

TfL = Transport for London

A—Z of Key Issues

Aa

1. Animals †

The Production shall source animals that are trained to meet the Production requirements and this shall be from a known industry supplier/owner.

When filming with animals, the Production shall agree to follow either the RSPCA Guidelines for the Use of Animals in the Audio-Visual Industry or the PAWSI Code, Guidelines and Minimum Standards for the Welfare of Animals in the Audio Visual Industries.

The RSPCA Guidelines can be obtained by calling the Performing Animals Hotline (0300 123 8787) or you can visit the website (www.rspca.org.uk/performinganimals) for full information.

Alternatively, for more information on PAWSI and for the PAWSI Code visit the website: www.pawsi.org

Please also see [HSE Entertainment Sheet 4](#) and [HSE Managing Health & Safety in Zoos](#). Visit www.filmlondon.org.uk/cop for link.

2. Aerial Filming

In addition to obtaining appropriate permissions from the relevant Borough Film Service, Productions using manned or unmanned aircraft for filming purposes shall ensure that they are familiar with aircraft legislation and procedures that relate to aerial filming in London. Due to the nature of the local airspace and the density of habitation within the capital there are some important restrictions on the operation of aircraft in and around London.

For more information contact the General Aviation Department at the Civil Aviation Authority (CAA) on 01293 573525 or ga@caa.co.uk.

Guidance on safety requirements relating to flying small (<20 kg) unmanned aircraft (UAVs) can be found at www.caa.co.uk/CAP722. If commercial activity (aerial work) is envisaged through using these aircraft, then an application should be made to the CAA before filming or photography commences.

Applications can be made at www.caa.co.uk/SRG1320

The Production should liaise with the Borough Film Service with regards to informing Borough Police contacts once permission has been granted by the BFS and the CAA.

Please see [Air Navigation Order Article 166 & 167](#). Visit www.filmlondon.org.uk/cop for links.

Bb

3. Building Exteriors

Filming or photographing the exterior of a building does not infringe its copyright. You do not need permission to film a building's exterior and building owners are not entitled to charge a fee.

However, there are other intellectual property rights to consider when filming building exteriors such as registered trademarks ie company name or logo.

For further information contact Film London on 020 7613 7683 or locations@filmlondon.org.uk

Cc

4. Cabling †

The Production shall agree in advance with the Film Contact regarding the appropriate use of cables, the safe laying of agreed cabling and the suitability of attaching cables to street furniture, trees, historic properties and any other relevant items. This process includes all matting, ramping and flying of cables to avoid hazards.

Please also see [HSE document Preventing Slips and Trips at work](#) and [HSE publication Slips and Trips: Guidance for Employers on Identifying Hazards and Controlling Risks](#) HSG155 HSE Books. Visit www.filmlondon.org.uk/cop for links.

5. Camera Track (Dollies)

All matters relating to camera tracking shall be discussed and agreed with the Film Contact in advance of filming. Any obstructions or alternative footways planned must be cleared by the Film Contact. Tracking boards may be required in certain circumstances. The Production shall agree to ensure that any action involving tracking is risk assessed.

6. Catering †

Catering arrangements and the positioning of catering vehicles shall be agreed in advance with the Production and Film Contact.

The Production shall ensure that no dirty water or food waste be deposited in rainwater gullies and that caterers use a dirty water bowser where possible. Wherever possible the Production shall make use of environmentally friendly materials.

Wherever possible but subject always to the Production's own rules and/or those of its commissioner, which may specify approved caterers, catering is to be sourced from local businesses.

Also see [Litter Removal and HSE Catering Information Sheets](#), available from www.hse.gov.uk/catering.

7. Charges

All charges that Borough Film Services are entitled to levy are detailed on the Film London website at www.filmlondon.org.uk/borough_charges

Many Local Authorities do not charge for filming in the street but some may charge an administration fee (either a flat fee or a fee for their time spent assisting filming or both), a fee for the use of council property and a fee for making parking spaces available.

8. Child Performers †

Child Performers under school leaving age usually require a Child Performance Licence. The Production must apply for a Performance Licence for the child well in advance. 21 days is required to issue a licence.

Child Performance Licences are issued by the Education Welfare Service for the Local Authority in which the child resides, unless the child is at Boarding School.

Where the child is not from the United Kingdom, the child remains subject to the UK requirements when they arrive here. However, care should also be taken to identify and address any additional requirements that arise from the child's usual country of residence or when shooting outside of the UK.

The hours that a child is permitted to work will depend upon their age. The Production must check the permitted working hours with the relevant Education Welfare Service.

More information on child licensing is available from the NNCEE website: www.NNCEE.org.uk and a list of contact details for all London Child Employment Departments can be found on the Film London website www.filmlondon.org.uk/legal

9. Coning For Parking

The Production acknowledges that cones have no legal force to secure parking and their use shall be agreed in advance with the Film Contact.

10. Council Property

Whenever filming on Council-owned property e.g. in parks, schools, housing estates, town halls etc, the Production shall negotiate a license with the Borough Film Service.

11. Cranes/Jibs/Cherry Pickers †

Camera cranes/jib arms

In advance of the shoot, the Production shall discuss and agree with the Film Contact, and any other relevant authorities, the specific camera crane or jib arm to be used, and the positioning of such equipment.

Cherry pickers

In advance of the shoot, the Production shall discuss and agree with the Film Contact, and any other relevant authorities, the specific cherry picker to be used, and the positioning of such equipment. It may be necessary for the relevant authority to carry out a highway inspection both before and after a cherry picker is used.

Camera cranes, jib arms and cherry pickers must be tested and have proof of documentation and shall be operated by certified qualified technicians. Productions shall agree to consult codes and guidance from recognised bodies such as ASPEC's Guidance in the Provision and Safe Operation of Cranes, and shall carry out a risk assessment where using such equipment.

Camera cranes and cherry pickers, and in some cases, jib arms are likely to require a licence from the relevant Local Authority. Rigging and de-rigging shall be undertaken with respect for local residents and in accordance with the statutory obligations governing noise levels.

Please also see [HSE Simple Guide to the Lifting Operations and Lifting Equipment Regulations 1998](#), [Approved Code of Practice and Guidance L113 HSE Books 1998](#) and HSE Entertainment Information Sheet No. 6: [Working at Heights in the Broadcasting and Entertainment Industries](#). Visit www.filmlondon.org.uk/cop for links.

Ee

12. Employment †

Production must implement all current UK legislation that informs and guides the employment of all workers. The Production must also observe their legal responsibilities and obligations with regard to the National Minimum Wage and the Working Time Regulations. Further detailed information on these can be found by following this link www.direct.gov.uk/en/employment. For more information on rights at work, rates of pay etc. contact BECTU on 020 7346 0900 or go to www.bectu.org.uk.

Producers must obtain sufficient proof of 'Right to Work' for all those individuals directly engaged by the Production prior to commencement of their engagement, and keep copies of the documents in order to comply with UK Immigration legislation. Such 'proof' includes, but is not limited to, a valid passport, national identity card, residence permit and, where required, a certificate of sponsorship (which as of December 2008 replaces the work permit).

If the Production is utilising any foreign nationals (excluding those from a country in the European Economic Area (EEA), but not Romania and Bulgaria, and Swiss nationals) – in front or behind the camera – it must demonstrate that these people are entitled to enter, remain and work in the UK. Under the UK Borders Agency's Points-Based System of Managed Migration, the Production or its parent company will be required to meet the criteria to register as a Sponsor and issue Certificates that will allow such individuals to work in the UK. In addition, visas to enter the UK may be required.

The Production should be aware that there are two Industry Codes of Practice for Performers and Workers that must be observed when it is considering issuing Certificates. These Codes can be viewed at www.filmlondon.org.uk/cop.

A guide to help Productions understand the issues surrounding work placements can be found on the Skillset website.

The Production Guild will provide information on areas such as managed migration, available skilled senior production and accounting personnel by contacting them on 01753 651767 or www.productionguild.com.

Ff

13. Filming From Vehicles †

For the avoidance of doubt this section refers to, but is not limited to filming using low loaders, tracking vehicles and a-frames.

The Production shall agree to consult with the MPS Film Unit and relevant Highways and Traffic Authority (via the BFS where it is not a Highways Agency or TfL road) when filming from a moving vehicle on a public road. All Road Traffic Legislation must be complied with subject to the grant of any concessions by the Highways and/or Traffic Authority and the Police.

For further information see HSE Information Sheet number 22: [Safe filming and recording involving vehicles](#). Visit www.filmlondon.org.uk/cop for link.

Guidance for scenes involving a weapon of any kind

(Including all imitation weapons)

You must consult and comply with the HSE information sheet 20 available at www.film.london.org.uk/cop. A full and comprehensive risk assessment must be completed and supplied.

By raising awareness of your activity to BFS/Police, the likelihood of an armed police deployment should be greatly reduced.

Firearms

(Including live and blank firing weapons)

Where it is a live firing weapon you will require a license holder for that weapon to be present, or a Registered Firearms Dealer (RFD) or a servant of the RFD.

Where it is a blank firing weapon it is advisable to have the above present.

Imitation*/Replica*/Deactivated Firearms*

(e.g. Wooden, painted, models & certified permanently disabled)

Other Weapons

(e.g. Swords, knives, flame gun etc)

You should agree local control measures as per police and Borough Film Service guidance, to include the transporting of weapons.

Is your weapon being used in a public or private location?

Public

(Includes locations which are open space and building interiors which are viewable/audible from a 3rd party/public location)

You should ensure that the MPS Film Unit has been informed and that a Filmweapon CAD has been created. You need to nominate a point of contact (for example the RFD or Location Manager) and ensure the Filmweapon CAD number is passed to them in the day of filming. Inform the local BFS and complete an application to include risk assessments, details of control measures and the Filmweapon CAD number).

Please note: the BFS may require a police presence. The production will be required to cover the cost of this assistance.

Private

(Includes locations which are film studios and buildings which fully enclose the filming i.e. viewable/audible from a public/3rd party location)

You should inform the owner of the property, the BFS and the MPS Film Unit of your intention to film, completing the application process where requested.

* Imitation

Anything which has the appearance of being a firearm (see S.97(4) Firearms Act 1968)

* Replica (Realistic

Imitation firearm) Where it is indistinguishable, for all practical purposes, from a real firearm and is neither deactivated or an antique (see S.38 Violent Crime Reduction Act 2006)

* Deactivated

Where the mechanisms to cause harm have been removed or permanently disabled and it has been certified as deactivated by a proof house (see S.8 Firearms (Amendment) Act 1988)

14. Firearms & Weapons †

Filmweapon CAD

A message created by the police to notify local officers and armed response teams that firearms or weapons or being used whilst filming.

No weapons or firearms of any kind, including prop or replica firearms, shall be used without agreement in advance between the Production and the Police and/or appropriate emergency service and the Film Contact. A Filmweapon CAD number must also be obtained from the police. This includes when filming exteriors and/or interiors on public and private property.

Where it is a live firing weapon the Production must have a licence holder for that weapon present, or a Registered Firearms Dealer (RFD) or a servant of the RFD. Where it is a blank firing weapon, it is recommended to have the above present. Please refer to the firearms flowchart on page 14, and sections 34 and 36 for information on stunts, special effects and pyrotechnics.

Please also see [HSE Entertainment Information Sheet No. 20](#). Visit www.filmlondon.org.uk/cop for link.

Hh

15. Health and Safety †

The Production is bound by law to take reasonable care and measures to ensure that a healthy and safe working environment is created and maintained for all. All relevant Health and Safety legislation must be abided by. Failure to follow appropriate Health & Safety procedures may invalidate any insurance.

15.1 High Visibility Clothing & Personal Protection Equipment †

The Production must ensure that the appropriate level of safety clothing is worn for the safety of the crew when filming on the public highway and in the public domain.

Please also see HSE Free Information Line 08701 545500, HSE Publications 01787 881165, HSE Website: www.open.gov.uk/hse/entertainment and HSE Information Booklet *360 Health and Safety in Audio Visual Production – Your Legal Duties*.

16. Highways/Traffic Management †

The Production shall liaise with the relevant Film Contact when wanting to use public highways and footpaths for filming or for placing down equipment.

The London Local Authorities and Transport for London Act 2008 allows road closures for filming to be carried out by Order or by Notice by the relevant Traffic Authority/ies. There are conditions and lead in times to be considered for closures. Productions shall agree to refer to the Film London website (www.filmlondon.org.uk/traffic) for more information and contact the Borough Film Service well in advance of the desired shoot date.

There is a low emission zone in operation in London. Please see www.tfl.gov.uk/lez for further information.

Vehicles in central London must pay the congestion charge. Please see www.tfl.gov.uk/cc for information on how to pay, and more details on the congestion charge zone. Also see, Police/Emergency Services

17. Historic & Cultural Locations

The Production shall adhere to any conservation regulations laid down by the respective Film Contact.

li

18. Indemnity & Insurance †

The Production shall obtain and produce to the Borough Film Service, a copy of the relevant insurance needed before shooting commences.

The need for insurance is governed by statutory obligation. Also see, Public Liability Insurance

Ll

19. Lighting †

The Production shall agree the positioning and safety of lighting in advance with the Film Contact and/or designated authority. An appropriate degree of flexibility may be agreed providing it is within the parameters of Health and Safety legislation.

Please also see [HSE Guidance note GS50 Electrical Safety for Places of Entertainment](#) and [HSE Electrical Safety for Entertainers](#). Visit www.filmlondon.org.uk/cop for links.

20. Litter Removal †

The Production shall ensure that all litter is removed immediately at the end of the filming and that the location and environs are returned to the same condition in which they were found. The Production may ask the relevant Borough Film Service to remove litter; this service is to be

provided according to local contract rates. Waste created on location should be recycled wherever possible.

Nn

21. Night Filming †

The Production shall consider and consult with the Film Contact, local residents and businesses in the planning process.

22. Noise †

Use of audio playback and megaphones shall only be permitted following agreement between the Production and the Film Contact.

The parking position of generators shall be agreed in advance between the Film Contact and the Production and will depend on local sensitivities.

Pp

23. Parking †

The Production shall submit detailed parking plans to be discussed and agreed with the Film Contact; in particular for on-street parking for technical vehicles, equipment and bays to be reserved for continuity.

The Production shall make every effort to find off street parking for all facilities vehicles.

The Production shall not obscure mandatory or warning traffic signs when parking vehicles on highways that are not closed.

Parking charges are detailed on each Borough Film Service's rate card, www.filmlondon.org.uk/borough_charges.

24. Police/Emergency Services †

The Production shall inform the Police and/or appropriate emergency service of all proposed filming on the street and/or in a public space in liaison with the Film Contact.

The staging of crimes and accidents, plus use of firearms (including prop/imitation/deactivated/replica firearms) and special effects shall be agreed, in advance of the shoot, with the Police and/or appropriate emergency service and the Film Contact.

The Production shall inform the police and/or appropriate emergency service when filming involves celebrities who may cause security or crowd control issues.

24.1 The Metropolitan Police Service Film Unit (MPSFU) supports and encourages filming in London. They will endeavour to provide all reasonable assistance to film-makers.

There may be a legislative impact of scenes involving the following:

- Fake Police officers or vehicles
- Re-creating crimes
- Presence of weapons both prop/imitation and, in the case of firearms, deactivated/replica firearms
- Explosions or perceived explosives
- Special effects
- Scenes involving nudity
- Filming on the move e.g. Low loaders, 'A' frames and tracking

All enquiries regarding the above will be managed by the MPSFU, unless you are filming in the City of London. These enquiries will be dealt with by the City Police. A Police presence can be requested to assist with the above scenes. The Production shall cover

any costs of providing this service.

Simple and straightforward shoots shall be dealt with by individual Borough Operational Command Units (BOCU's). See www.filmlondon.org.uk/police for the BOCU contact list.

See www.met.police.uk/filmunit for up to date information on R remit, fees and contact details.

25. Problem Solving

In the event of a dispute arising between the Production and other parties on location, please contact Film London on 020 7613 7683 or email locations@filmlondon.org.uk.

26. Publicity

The Production (or in some cases, the Distributor or Broadcaster) shall provide the location/Borough Film Service with publicity material on release of the project wherever possible.

27. Public Liability Insurance

The Production shall provide a copy of Public Liability Insurance to the Borough Film Service or filming location, for all location filming and agree to indemnify the location owner or representative against any claims arising as a direct result of the activities of the Production. Also see, Indemnity & Insurance

28. Public Transport †

The Production must seek permission from the relevant Film Contact before filming on public transport. Please Note: Drinking alcohol or being perceived to be drinking alcohol is now banned on the Tube, London Buses, Docklands Light Railway, tram services and at Transport for London stations throughout the city.

Rr

29. Residents & Businesses

The Production shall consult with local residents and businesses that may be affected by their filming prior to and during the shoot.

The Production shall consider diversity and equality when consulting with residents and businesses. The Borough Film Service should be approached before residents and businesses are contacted as they should be able to provide the Production with relevant local information to aid a fair consultation process.

30. Risk Assessment †

Risk Assessments are required by the self-employed and by any company with employees to be able to satisfy their insurance provisions and statutory obligations to employees and those affected by their actions.

Additional location specific Risk Assessments are also required depending on the type and nature of filming. Guidance on writing risk assessments is available at www.hse.gov.uk/entertainment.

Please also see HSE *A Guide to Risk Assessment Requirements* and HSE *5 Steps to Risk Assessment: www.hse.gov.uk/risk/fivesteps.htm*

31. Rivers & Waterways

When planning to film on any waterway, the Production must liaise with the Film Contact from the relevant governing body as early as possible. Specific health and safety measures will apply.

32. Road Markings

The temporary painting-out or disguising of road markings, lines or other road signs is subject to agreement in advance with the Film Contact and, if necessary, Highways Authority. The Production shall also notify local Police in advance of any such undertaking.

The Production agrees to fully reinstate any alterations to road markings to the satisfaction of the Traffic or Highways Authority and when obliged to use official contractors shall pay cost price.

Ss

33. Scaffolding/ Lighting Towers †

All requests to erect scaffolding/ lighting towers in a public area, highway or footway shall be agreed in advance with the Film Contact and/or designated authority. A temporary structure licence may be required.

Please also see HSE *Work at Height Regulations 2005: A Brief Guide* and HSE *Entertainment Information Sheet No. 6: Working at Heights in the Broadcasting and Entertainment Industries*. Visit www.filmlondon.org.uk/cop for links.

34. Security †

The Production must use SIA (Security Industry Authority) licensed Security for all licensable activity at all times and follow guidelines that conform to BS7690. SIA Security badges will have individual numbers on which can be checked on the SIA website www.the-sia.org.uk.

Licensed activity includes but is not limited to manned guarding (guarding premises against unauthorized access; guarding property against destruction or damage and theft), close protection (guarding an individual) and guarding cash or valuables in transit. A Door Supervisor license is required if manned guarding activities are undertaken in relation to licensed premises that are open to the public (i.e. a public house, restaurant or bar).

A useful check list when choosing a Security company

1. Are they SIA licenced?
2. Do they have public and employers liability insurance of up to £10m?
3. What list of services do they provide ie: Location Security, Studio Security, Location Support, Lock offs, Crowd Control, Event Security, Street Reservations, Dog Patrols and Close Protection, can they provide a risk assessment?

The Production must respect Security issues local to the borough or location in which the filming is taking place and shall take advice of local Police, the Security provider and the Film Contact when deciding upon the number of Security personnel required and their positioning.

The Production may be asked to work alongside on-site Security Officers. Such on site Security are not employees of the Production, so in

this instance it is advisable to check insurance policies.

35. Signage †

Unless approved by the relevant Traffic or Highways Authority, unit direction signage on the highway is illegal.

The Production shall consult the Film Contact before attaching all other non-public highways signage.

36. Special Effects/ Pyrotechnics

For the avoidance of doubt this section refers to, but is not limited to, all sequences including physical, atmospheric and pyrotechnic effects.

In accordance with statutory Health and Safety obligations, the Production must provide a risk assessment and method statement.

The Production shall notify the relevant Film Contact or relevant third party whenever physical, or pyrotechnic effects are to be used, and shall consult the Police and Emergency Services in advance.

The Production shall inform local residents and businesses of such filming, in consultation with the Film Contact.

All special effects shall be under the direct supervision of a JIC graded TV Supervisor or Features Supervisor, or person of similar experience and all pyrotechnics shall be under the direct supervision of a JIC graded Pyrotechnics Supervisor or person of similar experience.

Atmospheric effects (e.g. wet downs, snow, mist and rain) may only be carried out with the approval of the Film Contact after a proper evaluation of the forecast weather conditions and with the proper signage and a clear up and safe disposal schedule.

Productions shall consider existing industry codes and guidance documents from recognised bodies such as HSE, BECTU Special FX branch, etc.

Please also see [HSE document: Preventing Slips and Trips at work](#) and HSE publication: *Slips and Trips: Guidance for Employers on Identifying Hazards and Controlling Risks* HSG155 HSE Books, [HSE Entertainment Information Sheet No. 3](#) [Smoke and Vapour Effects], [HSE Entertainment Information Sheet No. 16](#) [Explosives and Pyrotechnics], and [HSE Entertainment Information Sheet No. 22](#) [Filming Involving Vehicles]. Visit www.filmlondon.org.uk/cop for links.

37. Street Signs/Street Furniture/Street Lighting †

The removal of street furniture, including street signs, and the adjustment of street lighting shall be subject to agreement in advance between the Film Contact and, if necessary, the Traffic or Highways Authority.

All agreed work shall normally be carried out by the Traffic or Highways Authority and charged to the Production at cost. The Production shall agree to cover these costs and those of re-installment.

38. Stunts †

In accordance with statutory Health and Safety obligations, the Production must provide a risk assessment.

The Production shall notify the relevant Film Contact or relevant third party whenever stunts are to be used, and shall consult the Police and Emergency Services in advance.

A full method statement and risk assessment may be required by the Film Contact.

The Production shall inform local residents and businesses of such filming, in consultation with the Film Contact.

All stunts shall be under the direct supervision of a recognised JISC (Joint Industry Stunt Committee) Co-ordinator or a person of similar experience.

Please also see HSE document [Preventing Slips and Trips at work](#), HSE publication: *Slips and Trips: Guidance for Employers on Identifying Hazards and Controlling Risks* HSG155 HSE Books, [HSE Entertainment Information Sheet No. 17](#) [Stunts & Fight Scenes], and [HSE Entertainment Information Sheet No. 22](#) [Filming Involving Vehicles].

Annexe – Statutory Obligations

1. Animals

Management of Health and Safety Regulations 1999
Management of Health & Safety at Work (Amendment) Regulations 2006 (Amends 1999 Regulations)
Animal Welfare Act 2006 (Repeals parts of 1911 Act, 1954 Act and 1988 Act)
The Protection of Animals Act 1911 to 1988
The Performing Animals (Regulation) Act 1925
The Pet Animals Act 1951
Pet Animals Act 1951 (Amendment) Act 1983
The Dangerous Wild Animals Act 1976
The Wildlife & Countryside Act 1981
The Wildlife & Countryside (Amendment) Act 1985
The Wildlife & Countryside (Amendment) Act 1991

4. Cabling

Health and Safety at Work Act
Management Regulations 1999
Electricity at Work Regulations 1989

6. Catering

Management of Health and Safety Regulations 1999

8. Child Performers

Children and Young Persons Act 1963
Children and Young Persons Act 1969
Children [Performances] Regulations 1968
Protection of Children Act 1978
Children [Performances] Regulations 2000
Children [Protection at Work] Regulations 1998
Children [Protection at work] Regulations 2000
Children Act 2004

11. Cranes/Jibs/Cherry Pickers

Lifting Equipment and Lifting Regulations 1998
The Provision and Use of Work Equipment Regulations 1998
The Supply of Machinery [Safety] Regulations 1992
The Supply of Machinery [Safety] (Amendment) Regulations 1994

12. Employment

Immigration Act 1971 (as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002)
Immigration, Asylum and Nationality Act 2006
National Minimum Wage Act 1998

13. Filming From Vehicles

Road Traffic Act 1988
Road Vehicles [Construction and Use] Regulations 1986

14. Firearms And Weapons

Firearms Act 1968
Criminal Justice Act 1988
Public Order Act 1986
Violent Crime Reduction Act 2006

15. Health & Safety

Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999
Management of Health and Safety at Work (Amendment) Regulations 2006
Fire Precautions [Workplace] Regulations 1999
The Corporate Manslaughter and Corporate Homicide Act 2007
Visit www.filmlondon.org.uk/cop

15.1 High Visibility Clothing

Personal Protective Equipment Regulations 1992
Personal Protective Equipment Regulations 2002

16. Highways/Traffic Management

Management Regulations 1999
Road Traffic Regulation Act 1984
Highways Act 1980
Highways (Amendment) Act 1986
Road Traffic Act 1988
Traffic Management Act 2004
Roads Vehicles Lighting Regulations 1989
Roads Vehicles [Construction & Use] Regulations 1986

18. Indemnity And Insurance

Employers' Liability Act 1969
Employers' Liability Regulations 1988
Employers' Liability [Compulsory Insurance] (Amendment) Regulations 2004

19. Lighting

Electricity at Work Regulations 1989
BS 7909 Code of Practice for Temporary Electrical Systems for Entertainment Related Purposes

20. Litter Removal

Environmental Protection Act 1990

21. Night Filming

Management of Health and Safety at Work Regulations 1999
Environmental Act 1990

22. Noise

Control of Noise at Work Regulations 2005
Environmental Act 1990

23. Parking

Management of Health and Safety at Work Regulations 1999
Road Traffic Regulation Act 1984
Highways Act 1980
Highways (Amendment) Act 1986
Traffic Management Act 2004

24. Police/Emergency Services

Metropolitan Police Service Film Unit – www.met.police.uk/filmunit
For all London Borough Police Contacts see www.filmlondon.org.uk/lists_forms_offers

28. Public Transport

Transport for London Conditions of Carriage 2008

30. Risk Assessment

Health and Safety at Work Act 1974
The Management of Health and Safety at Work Regulations 1999

33. Scaffolding/Lighting Towers

Management of Health and Safety at Work Regulations 1992
The Workplace [Health, Safety and Welfare] Regulations 1992
Construction [Design and Management] Regulations 1994

34. Security

The Private Security Industry Act 2001

35. Signage

Highways act 1980 Section 132(1)
Criminal Justice Act 1982 (ss 35, 37, 38, 46)

36. Special Effects/Pyrotechnics

Stunts:
Management Regulations 1999
Explosives Act 1875
Road Traffic Acts 1988, 1991

Sfx:

Provision and Use of Work Equipment 1998
Fire precautions [Workplace] Regulations 1999
Dangerous Substances and Explosive Atmospheres Regulations 2002
Storage of dangerous substances 2003
Control of Substances Hazardous to Health Regulations 2002
Control of Substances Hazardous to Health (Amendment) Regulations 2003
Control of Substances Hazardous to Health (Amendment) Regulations 2004
Control of Explosives Regulations 1991
The Corporate Manslaughter and Corporate Homicide Act 2007

37. Street Signs/Street Furniture/ Street Lighting

Traffic Signs Regulations and General Directions 2002
Highways Act 1980

38. Stunts

Please see Section 34.



Film London

Suite 6.10 The Tea Building
56 Shoreditch High Street
London E1 6JJ

Tel: 020 7613 7676

Fax: 020 7613 7677

info@filmlondon.org.uk

www.filmlondon.org.uk