

## **TRP COVID-19 Unit Base Guidance** **Document**

These guidelines are the minimum that will be expected from production companies when unit basing on location at The Royal Parks. These guidelines are in line with those published by Film London, which are available here in full <http://core.filmlondon.org.uk/library/documents/COVID-19GuidanceforLocationFilming.pdf>.

It will be expected that your submitted Risk Assessments/Method Statements reflect and implement the below guidelines.

### **Unit Basing in The Royal Parks requires:**

- 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 Royal Parks and the Unit Base Team.
- 1.2. Risk Assessments and Method Statements must include full assessment of COVID 19 specific risks associated with the production's activity and be presented at the application process.
- 1.3. When on location, all cast, crew and third-party contractors related to the production must be aware of their own responsibilities regarding the implementation of the Risk Assessment.
- 1.4. Cast and crew to be over 2 metres away from other people (public, residents, businesses etc).
- 1.5. Crew to work 2 metres apart from each other.
- 1.6. In extenuating circumstances solely with the written approval of The Royal Parks, where crew cannot work 2 metres apart within their Working Area, sufficient mitigating actions must be taken, including but not limited to:
  - Minimising time spent in contact
  - Using fixed teams and partnering up for close-up work
  - Increasing hand and surface washing
  - Wearing a face covering<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>
- 1.7. Rigorous cast, crew and equipment sanitisation protocols including cleaning, handwashing and hygiene procedures will be implemented.
- 1.8. Reducing numbers of people in groups reduces the risk of spread of COVID 19. Therefore, numbers of cast and crew present at any location must always be kept to an absolute minimum.
- 1.9. Display signage to highlight COVID 19 Safety precautions and the request for public to keep 2 metres away.

1.10. All crew to remain within an agreed, physically defined Working Area(s) (including the use of cones and tape) within which crew have 4 square metres each to work.

1.11. No piece of kit from any department will be positioned outside the Working Area(s), including sanitisation and refuse facilities.

1.12. No cast, crew or contractors will linger outside the Working Area(s).

Please sign below to acknowledge that you have read, understood, and agree to abide by the provisions in this document.

Signed: ..... Date:.....