

Filming Guidelines

The University of Strathclyde welcomes production companies and filmmakers to use its estate as locations. From the beauty of Ross Priory on the shores of Loch Lomond to the city centre John Anderson campus, there are many and varied options which we will be happy to discuss with you.

The University is a busy working environment and these guidelines are designed to ensure that the University's interests are maintained and that staff and students are not disrupted. While they are not exhaustive, we believe they provide all the relevant information and requirements to ensure a safe and successful filming experience at Strathclyde.

Permission and Information

Large-scale filming activity can only take place with the written permission of the University and the production company must ensure the University has six weeks notice of any proposed filming activity.

Shorter notice periods will be considered, however this will be at the discretion of the University.

The first point of contact for all production companies is the University's Press Office (tel: 0141 548 4123 / 2370) or <mailto:pressoffice@strath.ac.uk>.

Details required are:

- The name of the production company
- Type of production
- Proposed location of filming
- Proposed activity, including proposals to film subjects of a controversial nature
- Proposed timing of filming
- Contact name and number

Once approved, the proposal will be handed to a University Filming Co-ordinator, who will liaise with the production company and their location manager on the logistics of the filming. The following additional information will be required by the University Filming Co-ordinator:

- The scale of the production in terms of personnel and vehicles
- The shooting script (if necessary) and schedule of filming
- Proposals to use special effects, rain or snow machines or stunt work on public footways or carriages
- Proposals to alter or disguise property
- Details plans for any pre-filming recces – please note that all such recces must take place in the company of a University representative and only the specified locations agreed prior to arrival on site can be visited

No filming can take place without a signed contract agreeing the terms agreed between the University and the Production Company. Any rental fee for the use of the University's property is at the University's discretion and the Filming Co-ordinator will agree this with the Production Company before filming commences.

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, Strathclyde 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 also 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. Generators should be baffled or integral with the location vehicle.

Crew members should use only the agreed booked space for filming and should keep access to buildings, corridors and offices clear at all times.

Crew members must not trespass onto neighbouring property or enter areas of the location which has not been agreed with the University Filming Co-ordinator.

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

Any filming undertaken and any liability is the sole responsibility of the production company and its employees. Production companies are advised to use the services of a professional location manager who will be fully conversant with the University of Strathclyde filming guidelines and protect the interests of both the production company and the University.

Health and Safety Requirements

1. Production Company - Responsible Person

- a. It is the responsibility of the Production Company or similar body to ensure that their employees are in compliance with relevant risk assessments and method statements, the University's 'Contractors – Local Rules for Safe Practice' (see section 'University Filming Co-ordinator') as well as any other applicable health and safety legislation or guidance.
- b. 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.

2. University Filming Co-ordinator

The University Estates Management will ensure that:

- a. 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
- b. A copy of the University's 'Contractors – Local Rules for Safe Practice' is provided to the Production Company
- c. The University S7 form 'Contractors Working on University Premises Arrangements for Health and Safety' is completed
- d. Their contact details and that of other relevant University staff is provided for advice and authorisation on, for example, changes to the filming schedule, location, fire safety provisions or for emergency purposes
- e. The relevant Fire Action Procedures are provided

3. Risk Assessments and Method Statements

Relevant risk assessments and method statements must be prepared and received at least 6 weeks prior to the 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.

4. 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 Filming Co-ordinator for authorisation to proceed.

5. Access and Egress

- a. Delivery, loading and unloading of equipment, materials, tools etc from vehicles must be appropriately risk assessed and managed
- b. 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 Filming Co-ordinator and an alternative safe and supervised route, with signage, is provided (See section 'Fire Safety')

- c. Access for emergency vehicles and personnel must be maintained

6. Fire Safety

The existing fire precautions and provisions within a building should not be diminished by, for example:

- a. Propping open or otherwise interfering with the proper function of self-closing fire doors
- b. Compromising emergency escape routes by causing obstructions with materials and equipment
- c. Removing or obscuring fire escape or other safety signage
- d. Reducing the effectiveness or operation of automatic fire detection equipment
- e. Obstructing access to, interfering with, portable fire-fighting equipment
- f. Obstructing access to any of the building's fixed fire-fighting facilities
- g. Non-compliance with the general fire instructions for the building
- h. 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 for consideration by the University's Filming Co-ordinator to consult with the University's Fire Safety Adviser.
- i. 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.
- j. All Production Company staff should receive information on the University's Fire Action Procedures and must evacuate the building when the fire alarm sounds
- k. University buildings are no smoking environments
- l. Where it is desirable for the purposes of the production to avoid compliance with any of the foregoing points, the University's Fire Safety Adviser must be consulted via the University Filming Co-ordinator. Consultation should also occur where any action in the production is likely to activate the automatic fire detection equipment.

7. Fabric and Services

- a. No drilling or penetration of building fabric is permitted
- b. Any signage erected must use material which will not affect the fabric of the building
- c. No services or utilities (e.g. electrical, gas, pressure systems etc) may be used unless permission is granted from the University Filming Co-ordinator (See section on 'Use of Equipment')

8. Use and storage of Equipment, Materials and Tools

- a. Equipment, materials and tools must be stored appropriately. A list of the main items should be made available to the University Filming Co-ordinator
- b. Storage of equipment, materials or tools must be agreed with the University Filming Co-ordinator and the area demarcated and signage erected where appropriate
- c. Where equipment, materials or tools require to be left on University premises during the filming schedule this must be agreed with the University Filming Co-ordinator
- d. Any trailing cables must be contained or secured such that they do not present a trip hazard
- e. All electrical equipment used must be appropriately portable appliance tested and residual current devices (RCD) used where applicable (See section 'Fabric and Services')

- f. Only in exceptional circumstances and in agreement with the University Filming Co-ordinator will anything other than 110V centre tapped earth (CTE) systems be used for portable electrical equipment
- g. Electrical equipment should be turned off when not in use or alternatively when left unattended, for example, at the completion of that day's shooting programme
- h. Use of any substances, for example, those which fall under the Control of Substances Hazardous to Health Regulations and the Dangerous Substances and Explosive Atmospheres Regulations must be notified in advance to the University Filming Co-ordinator and appropriately risk assessed

9. Vehicles

- a. There are no parking provisions on University premises for Production Company vehicles
- b. Where vehicles are required for transporting equipment, materials and tools arrangements; siting of vehicles for loading and unloading must be organised with the University Filming Co-ordinator prior to the commencement of filming
- c. Where use of a vehicle forms part of the script a risk assessment and method statement is required for this activity
- d. Pedestrian/vehicle management should be considered where applicable

10. Work at Height

- a. Any activities involving working at height, both as part of the script or the production activities are subject to a risk assessment and method statement. These documents must incorporate the hazards, risks and controls for falls, falling objects and use of access equipment
- b. All University roofs are subject to a permit to work system. Permission must be sought from the University Filming Co-ordinator to film in these areas in order to comply with the Roof Access Permit Procedures

11. High Risk Activities

Such activities, for example, use of fire arms, stunt work and special effects may present a higher degree of risk and should be notified to the University Filming Co-ordinator well in advance of the 2 week requirement for risk assessments and method statements in order to ensure these activities will be authorised

12. Children and Animals

The University Filming Co-ordinator must be informed of the presence of children and use of animals or other live organisms in advance of the 2 week requirement for risk assessments and method statements in order to ensure these activities will be authorised

13. Noise

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

14. Emergency Provisions

- a. First aid provision must be supplied by the Production Company
- b. All accidents and incidents must be notified to the University Filming Co-ordinator and separately to Security Control (0141 548 2222). A report regarding such accidents and incidents must be submitted to the University Filming Co-ordinator who will in turn forward it to the University Safety Office.

15. Completion of the Filming Schedule

- a. No property of the Production Company or waste materials from the production activity should be left following completion of filming
- b. The Production Company's Responsible Person must ensure that all areas are returned to the condition in which they were found
- c. Where there has been damage to University property, fabric or services the University Filming Co-ordinator must be informed prior to the Production Company's Responsible Person leaving University premises.

The information contained in this section of the Filming Policy is not exhaustive however any hazards and residual risks must be appropriately controlled and addressed in the risk assessments and method statements provided.