

COVID-19 Guidance for Location Filming in Edinburgh: Production Action List

Version 1.0 - June 2020

Introduction

Film Edinburgh has adapted this Action List for use in Scotland in recognition of Scottish Government Coronavirus Guidance. The Action List was created by Film London and adopted by Film Offices UK and Creative England, providing parity for industry filming in public locations across the UK. It temporarily annexes the Code of Practice for Filming in Edinburgh which applies to “all filming activity (including feature films, television, commercials, drama documentaries, music videos, idents, stills shoots, student and short film crews) taking place on public property within Edinburgh”.

No Action within this list supersedes any other part of the [Code of Practice](#) for Filming in Edinburgh.

Productions are encouraged to adopt sustainable / green filming practices wherever possible. Please refer to [ALBERT](#) for assistance.

For further help, advice and access to resources please contact Film Edinburgh on info@filmedinburgh.org

Purpose of this Action List

The primary purpose of the Actions listed are to ensure that Edinburgh location filming complies with Scottish Government COVID-19 safety guidance and that filming activity does not increase the risk of spreading COVID-19 in the public domain.

Please note, Scottish Government guidance may differ from UK Government guidance.

As with the remainder of the Code of Practice, complying with this Action List does not constitute permission to film. Please see Apply to Film in the [Code of Practice](#).

This Action List is dynamic in that it will be amended as and when changes in Scottish 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 compliments:

- [Scottish Government guidance with regards to Working Safely During Coronavirus COVID-19](#)

- The BFC [‘Working Safely During COVID-19 in Film and High-end TV Drama Production’](#) guidance
- The UK Broadcasters [TV Production COVID-19 Guidance](#)
- The APA [COVID-19 Guidelines](#)
- [Code of Practice for Filming in Edinburgh](#)
- [Film Charter](#) for the City of Edinburgh Council

This document assumes that 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. Film Edinburgh 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.

Definitions

Film Edinburgh – the City of Edinburgh Council’s film office and primary point of contact within the Council for filmmakers interested in filming in the City of Edinburgh, in addition to East Lothian and the Scottish Borders.

Location Authority – the owner of managing agent / organisation of the location, including Location Contact, Local Authority, Police Scotland, and other public and private bodies.

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.

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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 Film Edinburgh and the Location Authority.
- 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, including risks to the public and mitigating actions. These should be presented to Film Edinburgh and the Location Authority during the early stages of application. RAMS for large-scale and/or lengthy productions will be presented to Environmental Safety and Public Safety for input.
- 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 and crew to be over 2 metres away from other people (public, residents, businesses etc).
- 1.6. Crew to work 2 metres apart from each other.
- 1.7. In extenuating circumstances, where crew cannot work 2 metres apart within their Working Area, sufficient mitigating actions must be taken, including but not limited to:
 - 1.7.1. Minimising time spent in contact
 - 1.7.2. Using fixed teams and partnering up for close-up work
 - 1.7.3. Increasing hand and surface washing
 - 1.7.4. Wearing a face covering
 - 1.7.4.1. [Working safely during coronavirus – Government guidance](#)
- 1.8. Rigorous cast, crew and equipment sanitisation protocols including cleaning, handwashing and hygiene procedures will be implemented. The positioning of sanitisation facilities on location will be discussed with Film Edinburgh during the planning of the shoot.
- 1.9. 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.
- 1.10. The avoidance of causing public to either gather to view the shoot or to crowd together in order to pass one and other.
- 1.11. Display signage to highlight COVID-19 safety precautions and the request for public to keep 2 metres away (wording to be agreed with the Location Authority).

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

- 2.1. All Actions in Section 1 above will be implemented.
- 2.2. All crew to remain within an agreed, physically defined Working Area(s) including the use of barriers (type to be agreed with the Location Authority) within which crew have 4 square metres each to work.
- 2.3. Free flowing public thoroughfare of over 2 metres must be maintained. Additional barriers or appropriate removable markings can be used to indicate 2 metres distance from the Working Area to the public.
- 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, keeping 2 metres apart from each other.
- 2.7. Cast positions during takes will vary according to the needs of the scene and must be risk assessed accordingly. Cast positioning must not reduce public thoroughfare.

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 Location Authority.
- 3.3. Where applicable, a safe method of access and egress for residents / businesses to be agreed in advance with the Location Authority.
- 3.4. All crew to remain within an agreed, physically defined Working Area(s) (including the use of barriers where necessary) within which crew have 4 square metres each to work.
- 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, keeping 2 metres apart from each other.
- 3.8. Cast positions during takes will vary according to the needs of the scene and must be risk assessed accordingly with regards to their proximity to other cast /crew members.

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 production vehicles and public access routes to properties and vehicles should be maintained at all times.

5. Filming in Parks and Open Spaces:

- 5.1. All Actions in Section 1 above will be implemented.
- 5.2. Productions to expect that facilitating public exercise and leisure will take priority over filming, creating more restrictions than normal.
- 5.3. All crew to remain within an agreed, physically defined Working Area(s) (including the use of barriers) within which crew have 4 square metres each to work.
- 5.4. Additional separate Working Areas for non-essential crew and / or SA's to be agreed with the Location Authority and physically defined accordingly. Multiple Working Areas to be monitored to avoid exceeding maximum capacity of each.
- 5.5. Free flowing public thoroughfare of over 2 metres must be maintained. Additional barriers or appropriate removable markings can be used to indicate 2 metres distance from the Working Area to the public.
- 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, keeping 2 metres apart from each other.
- 5.9. Cast positions during takes will vary according to the needs of the scene and must be risk assessed accordingly. Cast positioning must not reduce public thoroughfare.

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.

- 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) (including the use of barriers if other areas remain open to the public or other users) within which crew have 4 square metres each to work. Consider using one-way systems for access and egress.
- 6.6. Additional separate Working Areas for non-essential crew and / or SA's to be agreed with the Location Authority 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 appropriate removable markings can be used to indicate 2 metres distance from the Working Area to the public.
- 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, keeping 2 metres apart from each other.
- 6.11. Cast positions during takes will vary according to the needs of the scene and must be risk- assessed accordingly. Cast positioning must not reduce public thoroughfare.

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. All cast, crew and contractors to remain 2 metres apart.
- 7.6. Catering provision to follow government and other industry guidance, listed above.