

1 SCOPE

This procedure applies to all commercial filming and photography, media events, exhibitions, distributions, charity collections, and promotions on Network Rail Managed Stations.

2 PURPOSE

- To keep all parties safe in our stations, providing site specific safety briefs where appropriate before any media, promotional or charity event takes place.
- Assess all associated risks and produce an agreed Safe System Of Work.
- Provide a process for only legitimate, appropriate events that do not compromise Network Rail's image.

3 REFERENCE DOCUMENTATION

- **NR/L3/OCS/044/MS-01** – Planned General Inspections.
- **NR/L3/OCS/044/MS-06** – Safety Brief for Contractors / Visitors.
- **NR/L3/OCS/044/MS-07** – Control of Work on Managed Stations.
- Location Filming in London Code of Practice.
- Station maps showing exhibition sites and distribution points.

4 DEFINITIONS

- Commercial filming – Includes, but is not limited to: films, TV, music videos, commercials, drama, photography, corporate productions, video, educational projects, students and interactive media.
- Breaking news – News and current affairs programmes.
- Promotions – Promotions, exhibitions, and distributions arranged through Network Rail appointed contractor.

5 COMPETENCIES AND TRAINING FOR MS-20

- Creation of risk assessments for general filming – This must be carried out by someone with either an IOSH / NEBOSH competency or a risk assessment qualification.

6 PROCEDURE

6.1 General Process for all Applications

- a) Request from company comes either to station, Commercial Filming Manager or the Account Manager (advertising).
- b) Commercial Filming Manager or the Account Manager (advertising) to review request and sends out paperwork to the company (requester).
- c) Application paperwork is sent back to Commercial Filming Manager or Account Manager (advertising).
- d) Commercial Filming Manager or Account Manager (advertising) is to send details to the relevant station for approval.
- e) If it is a chargeable request then the Commercial Filming Manager or Account Manager (advertising) carries out the necessary paperwork to complete the agreement and confirms with the station of the exact details for final approval.

The above process is only changed when ad-hoc events occur, in this case the station must contact their local media relations representative to gain information and a decision on whether to let event go ahead or not. However, even when a positive decision is given it is ultimately the responsibility of the station to give final approval, depending on operational requirements at the time of the request.

Chargeable promotions must be directed to Concourse Initiatives in all cases, including those requests by retailers / tenants.

6.2 Process to Follow When Ad-Hoc 'Breaking News' Occurs

The Shift Station Manager on duty is to manage the request by:

- Calling the media relations team or on call media relations representative to seek any information for this ad-hoc request.
- Media Relations should provide an answer on whether permission should be allowed.
- If **Yes** then indemnity forms for all on site must be completed and the request closely monitored to make sure there are no effects on the safe running of the station.
- If **No** then the request must be refused and the party removed from site.
- General advice for all employees dealing with ad-hoc media teams:
 - o Be polite and courteous to any media teams wishing to work on the station.
 - o Use common sense and provide details of the Network Rail Press Office for all questions / enquiries rather than trying to answer them yourself.
 - o Let the relevant Network Rail departments know if a request to come onto a station was made but refused by station management.
 - o If the company require any further information pass over the details of the Media Relations team.
 - o To allow companies to film we ideally need 5-7 working days notice, details can be found, along with an application form and fee details at:
<http://www.networkrail.co.uk/filming>.

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COMMERCIAL FILMING / BREAKING NEWS AND PROMOTIONS

6.3 Detailed Processes for Commercial Filming

6.3.1 The Station Manager must:

- conduct a generic local risk assessment to determine the general level of risk for commercial filming using the methodology in **Form FS-20A**;
- make sure, from the risk assessment results, a local risk based safe system of work is produced, including a floor plan for commercial filming on the station, **detailing areas where filming can not take place as a rule, and also areas that may be affected by operational issues**;
- work with the Commercial Filming Manager to make sure each production has been authorised to undertake the planned activity by approving the relevant paperwork, this includes the safe system of work that the company want to adopt;
- make sure the following are included in the safe system of work as a minimum:
 - o specified filming / photography locations including possible camera and lighting positions, holding areas for equipment and/or background artists;
 - o time and days when filming / photography is permitted;
 - o times allowed for site preparation including art department preparations, prop installation and set build / removal;
 - o location and times of all deliveries including equipment, props / art department preparations and background artists where necessary;
 - o provision of station barriers;
 - o parking and / or drop off arrangements;
 - o provision of Network Rail branded signage;
 - o facilities available at site – e.g. telephone lines, electricity provision, overnight storage, water provision, green room facilities, space for make-up and changing;
 - o other site specific controls as required.
- send a controlled copy of the local method of work to all relevant parties including the Commercial Filming Manager;
- seek advice from the Fire Safety Engineer when complex structures, sets and equipment are to be erected on the station;
- work with the Commercial Filming Manager to develop safe methods of work and relevant training in partnership with the film and media industries;
- retain all records for a minimum period of four years.

6.3.2 The Shift Station Manager or their Nominated Representative must:

- agree a specific safe method of work for commercial filming activities;
- work with the Commercial Filming Manager to communicate the safe method of work and make sure it is understood and implemented by the production;
- carry out a preliminary review of each proposal to determine the associated level of risk and reach an 'agreement in principle' within 24-48 hours. Inform the Commercial Filming Manager accordingly;
- facilitate an initial site meeting with the production company where required including a full technical reconnaissance (recce) for all large scale or complicated shoots;