**Filming on Campus**

**Health and Safety Checklist**

**Scope**

This document forms part of the permission for filming on campus and should be completed by the visiting film company in conjunction with their contact at the University. It is the responsibility of the University staff to provide copies of the most up to date covid information (hyperlinked in the section below).

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| **Company Information** | |
| Company Name |  |
| Address |  |
| Contact Name |  |
| Contact Number |  |
| Contact Email |  |
| Company Insurance details | |
| Provider |  |
| Policy number |  |
| Public liability limit |  |
| **Covid Considerations** | |
| I, the undersigned have read and understood the [COVID visitor information sheet](https://staff.swansea.ac.uk/media/HSA-10147-56_SOP---Events-and-Social-Activity_v5.pdf). Communicate the information to all others attending the University. | Yes  No |
| I, the undersigned understand and will communicate the requirements for wearing [face coverings](https://staff.swansea.ac.uk/media/HSA-10147-21_Face-Covering-Information-Sheet_v12.pdf) at the University and will ensure compliance amongst operators within the Company. | Yes  No |
| As the Welsh Government updates regulation and guidance in relation to covid matters the university will regularly be updating its procedures. It may be that these change between time of submission and the time of filming. We will ensure information is available as soon as practicable. | |

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| **Data Protection** | |
| Under the Data Protection Act 2018 (DPA 2018). The named company is considered the Data Controller, unless the footage being produced is to be owned solely by Swansea University whereby Swansea University will become the data controller.  The data controller must ensure:   * Fair processing i.e. processing is fair and transparent with privacy notices available. * Notices are put up specifically in locations where filming is taking place where required. * Individuals will to be able to inform whoever is filming if they do not wish to be in the recordings. * There is a lawful basis to process personal data captured by filming – likely to be consent or legitimate interests i.e. where an individual or small group is the focus of the filming. However, even in relation to crowds, individuals should still be informed that photographs or videos are being taken by making announcements about photography/ videos or putting up signs etc   More information can be found here: [Data Protection - Swansea University](https://www.swansea.ac.uk/about-us/compliance/data-protection/)  For queries regarding data protection at Swansea University please contact:  Bev Buckley, Information Compliance Manager. [b.y.buckley@swansea.ac.uk](mailto:b.y.buckley@swansea.ac.uk) | |
| I, the undersigned have read and understood the information provided on data protection. | Yes  No |
| If the footage taken will be solely the property of Swansea University therefore, Swansea University will be the data controller please tick here: |  |

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| **Activity information** | |
| Brief description of activity |  |
| Has an activity risk assessment completed? This should include covid risks.  If yes, please attach.  If no, you may be asked to complete a risk assessment before filming is approved. | Yes  No |
| Locations at the University requested? |  |
| Is there any filming in restricted areas e.g. labs, or areas that may require a permit to work?  If yes, please provide information. | Yes  No |
|  |
| Date and times of proposed filming.  Is access required out of hours? |  |
| Number of people involved in each day’s filming: |  |
| Will your activity result in noise pollution that may impact on our residences or the community?  If yes, please provide information on how you will reduce this impact | Yes  No |
|  |
| **Equipment** | |
| Is the equipment PAT tested where applicable? | Yes  No |
| Is the equipment covered under the company insurance? | Yes  No |

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| --- | --- |
| Could the equipment cause harm to any staff, student or members of public? | Yes  No |
| If yes, please provide more information on how you will control this risk or state it is detailed in the risk assessment provided: |
|  |
| **Drone usage**  Are any drones to be used in the filming? If yes, you must also complete the third party drone information found on our webpages [here](https://staff.swansea.ac.uk/healthsafety/policies-and-procedures/general-health-and-safety/#unmanned-aircraft-systems-uas=is-expanded) and submit them with this form. | Yes  No |
| **Access and Security** | |
| Will parking be required?  If yes, please provide number and type of vehicles e.g. car, van, large goods, etc. | Yes  No |
|  |
| Will your activity on site require the university to implement a Traffic Management Plan?  For example, will your activities cause a road obstruction which would require road closure. | Yes  No |
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