

BIGGER BANG COVID-19 PRECAUTIONS AND DEFENCE PROTOCOL

As of: 22 June 2020

Bigger Bang has prepared this document following Government, PACT, British Film Council and 1st Option safety protocol advice. This document is intended to provide detailed guidance to manage COVID-19 specific risk for Bigger Bang productions worldwide .

How to use this guidance

This document sets out guidance on how to work safely. It gives practical rules of how this needs to be applied in the Bigger Bang workplaces and shooting locations . Each production will need to translate this into the specific actions it needs to take, depending on the nature of their production. Productions are also advised to explore any concerns raised by workers about attending the production.

1. QUICK GUIDE: WHAT YOU NEED TO KNOW ABOUT BIGGER BANG PROTOCOL – P2
2. **COVID-19 SELF-DECLARATION AND ASSUMPTION OF RISK FORM P3-4**
3. COVID-19 SAFETY PROCEDURE SUPERVISION, ENFORCEMENT AND COMMUNICATION INC CHECKLIST , NON-COMPLIANCE AND MENTAL HEALTH AWARENESS P5-6
4. BIGGER BANG OFFICE AND HOME WORKING PROCEDURES P7-9
TRAVELLING TO WORK
PROTOCOL IN THE OFFICE AND IN THE BUILDING
FACE TO FACE MEETINGS
WORKING FROM HOME FOR BIGGER BANG
WEARING A FACE COVERING IN THE OFFICE AND OTHER PPE
BIGGER BANG PRODUCTION AND ACCOUNTING
5. REMOTE EDITING – OFFLINE AND FINAL POST P10
6. COVID-19 PRODUCTION RISK ASSESSMENT P111
7. FILMING P11-12
TRAVEL TO AND BETWEEN LOCATIONS
ACCOMODATION
BRINGING INTERNATIONAL CAST AND CREW INTO THE UK
8. FILMING: LOCATIONS P12-13
RECCES
LOCATIONS ASSESMENT
ON LOCATION
AT BIGGER BANG
IN STUDIOS
9. FILMING: PEOPLE AND SERVICES P14-15
MEALS, CATERING AND CRAFT
COSTUME
MAKE UP
ACTORS AND EXTRAS
10. FILMING: PERSONAL AND HIRED-IN EQUIPMENT P 15
11. BIGGER BANG STAFF CARE AND PROCEDURES inc reporting sick and protecting the vulnerable P16-17
12. FURTHER USEFUL GUIDANCE P17

BIGGER BANG

COVID-19 PRECAUTIONS AND DEFENCE PROTOCOL



QUICK GUIDE: WHAT YOU NEED TO KNOW

-  Each production must do a risk assessment and let everyone know what measures they are putting in place to keep people safe and prevent the transmission of the virus
-  As much as possible should be done remotely: scripting, planning, casting and even recces might be done from home over the internet.
-  You should travel to work in the safest way you can. Drive, bike, cycle or walk if you can. If you have to use public transport your production should try and arrange things so you can avoid peak times. When travelling try and stay socially distant and wear a face covering
-  You should not go to work if you have any symptoms - a high temperature, new continuous cough or loss or change to your sense of taste and smell - or if anyone in your household has symptoms. You may be asked to make a declaration to that effect and you may have your temperature checked. If you feel unwell while you're at work, you must tell your manager and expect to go home.
-  There is increasing evidence that a high risk of infection is created in enclosed spaces with poor ventilation. Whenever possible ensure there is a good through draft of fresh air wherever you're working and avoid being in crowded, stuffy spaces for prolonged periods.
-  There should be plenty of hand washing facilities and hand sanitisers provided. Wash your hands for 20 seconds with soap and water or use sanitiser frequently, and particularly after handling equipment or touching surfaces. Try not to touch your face.
-  Your production should make sure your workspaces are regularly cleaned, but everyone should play their part in wiping down equipment and other objects frequently using normal cleaning products. Personal equipment like radios and mikes should be cleaned regularly and not shared
-  You should keep 2m apart from other people as much as possible. One way systems and floor markings should be used to help and work should be organised so that as few people as possible are in one place at a time. This applies to craft and catering areas, trucks and transport. Avoid creating crowded, unventilated spaces with people talking to each other for long periods.
-  If you need to do something where you can't stay 2m apart, do it with as few of you as you can, as quickly as you can (ideally less than 15mins) and where possible avoid working face to face. You should wear a face covering and some PPE for some tasks such as costume and make-up.
-  Dealing with this virus at work will add a lot of stress and tension to an already stressful job. Make sure you look after your mental health and wellbeing and look out for your colleagues. Your production should factor in additional time and resources to manage the additional workload
-  The responsibility for health and safety rests with the production management but also with everyone involved as everyone has a duty in law to follow the guidance given and use any equipment provided. It's important that everyone plays their part.



BIGGER BANG COVID-19 SELF-DECLARATION AND ASSUMPTION OF RISK FORM

BEFORE YOU TRAVEL: Bigger Bang office ask that you comply with the arrangements outlined and complete the self-certification form below within the twelve hours before your visit to our building. We and Clear Cut, where our office are situated, reserve the right to deny entry to anyone who does not comply with these guidelines before and during their visit or who shows symptoms of COVID-19.

First Name	
Last Name	
Job title/role	
Date	

Are you in the highest risk group from coronavirus (clinically extremely vulnerable)?

YES	NO
-----	----

If YES, you have been identified as having serious underlying medical conditions and therefore should be following Government shielding measures

Do you live with someone in the highest risk group from coronavirus (clinically extremely vulnerable)?

YES	NO
-----	----

If YES, you live with someone who has been identified as clinically extremely vulnerable and who may be currently shielding and reliant on your help. Whilst this does not prevent you from [working/being involved] it may be that [your employer/Bigger Bang] may want to discuss your situation to see if more controls are required.

Do you have a condition that may put you at increased risk from coronavirus (clinically vulnerable)?

YES	NO
-----	----

If YES, you may have a condition that is listed as moderate risk by the UK government. Whilst this does not prevent you from [working/being involved] it may be that [your employer/Bigger Bang] will want to discuss your individual circumstance to see if more controls are required to protect you.

Have you experienced any of the recognised symptoms of COVID-19 within the last 7 days?

Yes / No	High temperature or fever. This means you feel hot to touch on your chest or back (you do not need to measure your temperature)
Yes / No	A new continuous cough. This means coughing for longer than an hour or three or more coughing episodes in 24 hours. If you usually have a cough, it may be worse than usual.
Yes / No	Loss of sense of smell or taste. This means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

Has anyone you live with had symptoms of COVID-19 in last 14 days?

YES	NO
-----	----

Have you or has someone you live with come in close contact with someone having or who has subsequently developed symptoms of coronavirus in the last 14 days? ("Close contact" means being at a distance of less than one metre for more than 15 minutes)

YES	NO
-----	----

A. I confirm that I have read and am familiar with Bigger Bang COVID-19 Production Protocol which has been explained to me and which I agree to comply with.

B. I understand the varied risks and dangers inherent in my participation in the Programme and/or my being admitted into the filming location including (without limitation) the risks of and dangers inherent in connection with contracting COVID 19, and I hereby voluntarily assume any and all risks, known or unknown, associated with my participation in the Programme and the performance of my services for and in connection with the Programme and/or my admission to the filming location (including, without limitation, the risks of

BIGGER BANG

COVID-19 PRECAUTIONS AND DEFENCE PROTOCOL

contracting COVID 19). In consideration of being admitted into the studio and/or filming location, I hereby agree:

(i) to voluntarily release, discharge, waive and relinquish any and all actions or causes of action against Bigger Bang Communications Ltd ("the Company"), the commissioning broadcaster(s) and their respective parents, affiliates, subsidiaries, successors, officers, agents, employees and licensees (collectively, "**Indemnified Parties**") from any and all claims, demands, liabilities (including, but not limited to, personal injury, property damage and wrongful death) which may arise as a result of my participation in the Programme and/or admission to the studio and/or filming locations; and

(ii) that neither I, nor my heirs, successors, distributees, executors or legal representatives shall bring or be a party to any legal action or claim against the Indemnified Parties based upon or arising out of my participation in Programme and/or admission to the studio and/or filming locations;

save where death or personal injury is caused by the Company's and/or the commissioning broadcaster(s)' (as applicable) negligent acts or where the release, discharge, waiver and/or relinquish of such liability may not be excluded or restricted as a matter of law.

If any provision of this Agreement is deemed unenforceable then such provision shall be of no effect on any other provision. This Agreement shall be governed by the laws of England and Wales.

I acknowledge that the information I have given is accurate and complete at time/date of signature. I will inform the Company immediately if I experience any symptoms of COVID-19. I will inform the Company immediately of any significant changes to information of the above. I consent to the above personal information being held and processed for the purposes of managing the Company's COVID-19 risks. I have carefully read this Agreement and indicate my understanding and agreement by signing below.

Name.....

Date.....

BIGGER BANG

COVID-19 PRECAUTIONS AND DEFENCE PROTOCOL

COVID-19 SAFETY PROCEDURE SUPERVISION, ENFORCEMENT AND COMMUNICATION INC CHECKLIST

SUPERVISION, ENFORCEMENT AND COMMUNICATION

- Senior staff on productions will undertake COVID-19 risk assessment with the Production Managers and Head of Production to oversee the implementation and monitoring of necessary controls
- Company Managing Directors, Consulting Managers, Head of Production and Production Managers have the authority to stop unsafe working practices
- All staff and crew should read the Protocol and have a compliance checklists to help with supervision
- The Director, Producer or Line Producer/ Unit Manager remains ultimately responsible for the health and safety of the cast and crew

Compliance checklist:

COVID-19 SAFE WORKING MEASURES	YES	NO
We have the Bigger Bang Health Declarations from all crew, cast and contributors.		
To the best of our knowledge crew, cast and contributors are not 'shielded' or have any underlying health condition which might make them particularly vulnerable to coronavirus		
We have used the minimum number of essential people on site		
We have checked that where possible activities can be carried out at home or remotely		
We have a suitable workspace/ Film space allows a physical separation of at least 2 metres		
We have handwashing facilities with soap and water wherever possible or where this is possible not we have antiseptic gel dispensers (minimum 60% alcohol based)		
Our work areas have good ventilation or where our work do not areas have good ventilation we can take regular breaks for fresh air		
We have used private transportation or the closest safest alternative		
We have provided additional suitable PPE- masks and gloves- where we deem it necessary		
Where practical We have used remote monitoring, remote communication and technologies allowing operating at distance		
We have considered rest and meal times and put in place safe protocols		

UPDATES

- Regular reviews of guidance and protocols should be undertaken by Senior Staff and Head of Production including checking
- That protocols are being adhered to
 - For updates from government, local authorities and regulators, e.g. Health & Safety Executive, Public Health bodies
 - Whether the measures in place require alternative or additional solutions
 - Whether the risk assessment needs updating
 - Reporting of dangerous occurrences or disease, as required under RIDDOR

BIGGER BANG

COVID-19 PRECAUTIONS AND DEFENCE PROTOCOL

NON-COMPLIANCE WITH COVID-19 SAFE WORKING

Covid-19 Safe working must be observed at all times. Where there is non-compliance and the failure was accidental, the worker in question will be contacted and the situation discussed. The concerns can be addressed by ensuring the steps taken, requirements going forward and expectations are clear and that staff receive additional training where necessary. This will include providing information regarding the safety impact of non-compliance. It should be clear however that Bigger Bang adopt a robust approach to safety. If the reason for non-compliance is deliberate, then a severe disciplinary sanction is likely to be warranted.

Where members of staff feel there is non-compliance with COVID-19 safe working, however minor, we would encourage staff members to contact their Line Manager, Senior Manager or Head of Production with details of concerns to afford Bigger Bang a reasonable opportunity to review and correct the activity. Anonymity will be maintained to whatever extent possible.

SHOOTS AND PRODUCTIONS

- Bigger Bang will be monitoring the changing situation and our shoot locations.
- We will cooperate with post production facilities, shooting locations and external offices for their own emergency procedures.
- Bigger Bang will update all call sheets and Risk Assessments to include all relevant precautions for shoots

MENTAL HEALTH DURING THE CORONAVIRUS OUTBREAK

Infectious disease outbreaks like coronavirus (COVID-19), can be worrying. This can affect mental health. Bigger Bang aim to insure the mental health and wellbeing of all cast and crew is given sufficient priority. They may be experiencing additional COVID-19 related anxiety and stress at this unusual time, whether they are returning to the workplace, or working from home.

Individuals may notice: increased anxiety, feeling stressed finding yourself excessively checking for symptoms, becoming irritable more easily, feeling insecure or unsettled, fearing that normal aches and pains might be the virus, having trouble sleeping, feeling helpless or a lack of control or having irrational thoughts

Bigger Bang encourage awareness concerns during these challenging times and following strategies where possible which would include:

- If you are taking any prescription medications, make sure you have enough and readily accessible.
- Keeping a realistic perspective of the situation based on facts is important. Stay informed but set limits for news and social media. Use trustworthy and reliable sources to get your news and Read up-to-date, factual information
- Keep up your healthy routines including exercise, a good night's sleep, Keep hydrated, Keep a balanced diet, Avoid excess alcohol
- Use relaxation techniques, Improve your mood by doing something creative, Stay connected to others. Try to anticipate distress, seek support and support each other
- For more information please check: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19>
- The Film And TV Charity operates a 24-hour support line in the UK - 0800 054 0000.

BIGGER BANG OFFICE AND HOME WORKING PROCEDURES

TRAVELLING TO WORK

- When using public transport try not to touch surfaces and avoid touching your eyes/nose/mouth.
- Government ruling (as of 15 June 2020) is that that facemasks are to be worn on public transport at all times – tubes, buses , trains tram, ferry, aircraft, cable car, coach and stations to reduce the risk of transmitting the infection to other people. If you do not wear a face covering you will be breaking the law and could be fined £100, or £50 if you pay the fine within 14 days.
- You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations, interchanges, ports and airports and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering
- Face coverings are not a substitute for maintaining social distancing and good hand hygiene.
- Please make sure you **practice social distancing, keeping 2 meters apart from other travellers.**
- If needed there is parking in W14 in the garage (only with permission) .
- There is have capacity for bikes to be stored at the Clear Cut office. Please note, the showers on site will be closed for now.
- Where possible we will be staggering arrival and departure times at work to reduce crowding into and out of the workplace.
- On arrival, please sanitise your hands with the sanitiser provide on Reception before you may proceed into the building. And *Please wash your hands each time you arrive in the building .*

IN THE OFFICE

- **On arrival**, Clear Cut staff may also ask to take your temperature. Your presence in the building will be documented by whoever admits you to the site, you will not need to sign in yourself. They will keep this information for a month, in case it is needed for contact tracing.
- Please make sure you **practice social distancing**, keeping 2 meters apart from anyone else at all times. If for any reason you are unable to keep a distance of 2 meters, you should wear a mask
- Wash hands with hot water for a minimum of 20 secs (sing Happy Birthday twice at normal speed) regularly throughout the day.
- Catch coughs and sneezes in a tissue or, if you do not have one to hand, aim for your underarm/sleeve to stop any moisture droplets spreading . Use tissues and throw them away in the bin when used.
- Where possible please make sure equipment is NOT shared between multiple users. If they need to be shared, they should be shared by the smallest possible number of people
- Clear Cut Runners will be wiping Bigger Bang key code pads and door handles with antibacterial spray multiple times a day.
- There are disposable masks and gloves and personal hand sanitiser mini bottles available in the Bigger Bang office for your use. Please dispose of masks and gloves at the end of the day.
- There are alcohol based wipes for equipment (keyboard /telephone wipes) in the Bigger Bang office for your use when needed and alcohol based cleaning bottles and cloths in the Bigger Bang office for your use. Please dispose of the cloths at the end of the day
- If needed we will use floor tape or paint to mark areas to help people keep to a 2m distance.
- Where we can we will avoid people working face-to-face by working side-by-side or facing away from each other.
- If you need to use any **toilet facilities**, please speak to the Clear Cut team member you are working with, who will let you know which toilet is allocated to you. Please only use this toilet. Please wash your hands before and after using the toilet facilities in accordance with government guidelines.

BIGGER BANG

COVID-19 PRECAUTIONS AND DEFENCE PROTOCOL

IN THE BUILDING

- Please make sure you **practice social distancing**, keeping 2 meters apart from anyone else in the building at all times. This is especially important in restricted spaces like stairs and corridors, if necessary please step away and allow people to pass at a suitable distance. If for any reason you are unable to keep a distance of 2 meters, you should wear a mask
- Clear Cut are ensuring plenty of hand sanitizer, soap/ hand towels, tissues and paper towels –let us know if you spot any that need topping up.
- Clear Cut are ensuring keyboard /telephone wipes are placed in MCRs/hot desks areas so clean equipment that is shared between multiple users.
- Runners will be wiping front doorbells, key code pads, bannisters, door handles to toilets etc with antibacterial spray multiple times a day.
- Clear Cut will try to use dishwashers as much as possible and minimise manual washing up
- If you need to use any **toilet facilities**, please speak to the Clear Cut team member you are working with, who will let you know which toilet is allocated to you. Please only use this toilet. Please wash your hands before and after using the toilet facilities in accordance with government guidelines.
- During this period the **kitchens are 'authorised staff only' areas**, therefore we ask for you to **bring your own refreshments**. We apologise for any inconvenience this may cause. Runners will be focussed on a strict cleaning regime to keep visitors and colleagues safe and will have limited ability to provide other services initially.

MEETINGS

- Whenever possible we will use remote-working technology and avoid in-person meetings during prep and shoot.
- Where a face-to-face meeting is essential, we will adopt clear protocols in line with UK Government guidance.
 - Use well ventilated spaces or hold meetings outdoors,
 - Ensure only necessary participants attend
 - Ensure participants retain the required social distancing, and preferably do not sit or stand directly face-to-face
 - Avoid the need for sharing or passing around items, e.g. pens, printouts, iPads
 - view drawings, plans and other documents digitally where practical
 - Set a clear advance agenda and keep meeting time to a minimum

WORKING FROM HOME

- We will be monitoring the changing situation and government advice but We are currently operating a remote office set up for Bigger Bang.
- Please inform your line manager or head of production at the earliest opportunity if you do not have a laptop or computer at home you can work with, and we will look at alternative computer kit supplied by Bigger Bang
- Please also let us know any issues with office chairs/monitors or other office set up as again we can look at alternative kit to improve your home working conditions .
- If you are using a home system (not a Bigger Bang laptop) we would ask that everyone take the following precautions :
 - PCs- ensure you have Windows firewall enabled –go into your control panel and then into 'windows firewall' make sure that is turned on .
 - Apple - ensure you have firewall enabled – go into you apple system preferences (top left) then into security and privacy and make sure your firewall enabled
 - You probably have this already but an anti-virus or anti malware programme on your computer or laptop gives an extra line of defence . Our IT department recommend Kaspersky professional or free version - available for both PC and MAC. <https://www.kaspersky.co.uk/free-antivirus>
- You should have a link and sign in to the Bigger Bang Shared drive so you can work from home . – sent when your bigger bang email was set up.
- If you have any technical issues, please check with us or if they are advanced you can talk to our IT department Euro-systems (primary contact there is James Glancy -JGlancy@euro-systems.co.uk - Support Manager m. 07931 290 175 Support Tel: 0844 567 5043)

BIGGER BANG

COVID-19 PRECAUTIONS AND DEFENCE PROTOCOL

- As part of your Bigger Bang employment you will have the Bigger Bang Starter Handbook, read and signed our data protection policy and read our H&S policy . All these policies are still in place.

WEARING A FACE COVERING IN THE OFFICE AND USING OTHER PPE

Wearing a face covering is optional and is not required by law, including in the workplace. There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. The government advice is

Workers who are already using PPE to protect against non-Covid-19 risks should continue to do so. However, the Government considers that Covid-19 risks need to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. Unless there is a very high risk of disease transmission and a risk assessment identifies that PPE is required, the Guidance considers it unnecessary and advises against precautionary use. If workers choose to wear a face covering (which is optional), you should support them in wearing it safely.

A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It can be as simple as a scarf or bandana that ties behind the head. More details can be found here <https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

And here

<https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-140620.pdf>

If you choose to wear one, it is important to

- use face coverings properly and wash your hands before putting them on and taking them off.
- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with Manufacturer's instructions.
- If it's not washable, dispose of it carefully in your usual waste.
- To remove the mask, remove it from behind – do not touch the front of mask – discard immediately in a closed bin. Clean hands immediately.
- Practise social distancing wherever possible.



- Face covering should fit like this:

Gloves:

- Disposable gloves may be useful for situations where hand washing, or sanitising is not readily available. However, gloves are only a "second skin" and therefore wearers need to continue to apply hygiene precautions (i.e. not touching the face). They must be hygienically disposed of and new pair used as frequently as possible.

BIGGER BANG PRODUCTION AND ACCOUNTING

- Where possible our accounts and production personnel will be remote working
- If remote working is not practical, social distancing requirements are observed including . spacing of desks and hygiene requirements are observed.
- We have adopted paperless systems where possible- , digital signatures, POs, payslips, contracts and timesheets as well as online banking and contactless payments.
- Where paperless systems are not possible we have safe system for managing nondigital paperwork and mail ie limited paperwork pick up and 72 hour quarantine for paperwork

REMOTE EDITING

OFFLINE EDITS

We are able to offer remote suites, with no need for our editors, edit producers, Executive producers, Series Producers, Directors, Producers, researchers and production team to attend the edit in person. Producers also do not need for local Avid hardware or local drives holding media.

- All you need is a computer at home that is connected to the internet. All the productions ingested media will be on a separate shared storage. In order to make sure you can use the system we will do tests with your ping, upload and download speed and test your connect to the remote avid.
- Multiple edits can access the same media, saving the hassle of multiple copies, on drives in multiple locations. This also saves any issues where Editors use a file saved locally and reduces complications at final post/conform or relink stage.
- Users may experience a slight delay when using WiFi, however when the home computer has a wired connection to the home router we have usually been experiencing seamless results. All Editors are able to access the same media instantly – particularly useful when still bringing in media to ingest. Keeping the media centrally ingested avoids the inconvenience of transporting to multiple editors homes, meaning that Editor and Producer can both view simultaneously from their homes. Shared projects work as normal.
- Edit Support & Play Outs happen as usual. Our current facility house has been remotely supporting edits based around the country for 4 years, putting them in a strong position to help quickly & efficiently.
- Our solution is very secure, with multi factor authentication, encryption & device management.

FINAL POST EDITS

Our current facility house has 5 sites, meaning they are able to segregate their teams and allowing us to continue with Final Post & delivery to channels. They have fully remote finishing services for all stages of final post. They have options for clients to attend, attend in a different suite from operator & view/listen to what is happening or remote from home for sign off and review.

If you need to attend in person, to maintain social distancing we would request that **only one person attends any finishing suite** with our operators. Should you need further 'review facilities' on site for other members of your team, please arrange this with your post producer / production management team in advance.

Online Our current facility house can conform, pre-grade and use Symphony for Online remotely. A final file would be sent for sign off/feedback – resolution of this file would be very high resolution files if possible.

Grade For Baselight grades our current facility house have a full set up at our graders home for HD resolution in a suitable grading environment. However, UHD/4K grades would need to take place onsite. Again, the operator would, ideally, work alone in the room. Approval files for initial look/feel or final files of the completed sequence would be sent for sign off.

Audio Preparation of sequences for sound design, tracklay or pre-mix can be achieved offsite. Final mixing and voice over relies on a treated room, with appropriately set up monitoring/speakers – therefore final mixes would need to take place on site. Review files for approval would be sent for remote sign off.

QC Our current facility house have a dedicated QC team and fully trained QC operators within the MCR team. QC can be undertaken at any site, as needed, therefore. Delivery can be arranged and fulfilled.

Fully replicated services Our current facility house has full post production services and our creative teams have been split into segregated teams to work out of each site. Media for finishing post is available to all sites. Therefore should one site be closed due to prevailing policies they can switch work to another site and a different operator.

BIGGER BANG

COVID-19 PRECAUTIONS AND DEFENCE PROTOCOL

FILMING

COVID-19 PRODUCTION RISK ASSESSMENT

We have put in place additional Covid risk assessment information on our production Risk assessments. Please only use these new templates which take into account all aspects of the Bigger Bang protocol as set out in this document . A 'dynamic risk assessment' should be conducted (and wherever possible recorded) for all close proximity working.

FILMING: TRAVEL TO AND BETWEEN LOCATIONS

- Wherever possible travel to location and between locations should be alone by private transport eg own car or hired car . Other means of transport such as cycling are encouraged.
- Staggering arrival and departure times at the location, studio or production office to reduce crowding into and out of the work area is good protocol .
- More parking facilities will be laid on where needed
- If private transport is not available then privately hired transport such as taxis should be used, maintaining social distancing and good hygiene practices as far as possible.
- If minibuses have to be used, the number of passengers in each bus should be reduced, ideally to no more than one per row of seats.
- The transport company's hygiene protocols will checked and please report any breaches of implementation in practice.
- As a last resort, employees should use public transport maintaining social distancing and good hygiene practices, and where necessary keep the time in close proximity to others to a minimum. Please follow government advice on face masks .
- Where possible, travel should be arranged to avoid peak times.

FILMING: ACCOMODATION

- If possible, overnight accommodation during production should be avoided.
- If it is necessary, single occupancy accommodation should be obtained and the hygiene and social distancing measures should be confirmed before use.
- All accommodation arrangements must comply with the relevant UK Government regulations
- For cast and crew arriving from outside the UK, we will provide appropriately authorised and sanitised isolation accommodation for the required quarantine period set out in UK Government guidance
- **Pact has received confirmation from the DCMS that individuals employed or engaged by independent producers who are filming or otherwise working on programmes for Public Service Broadcasters in England are able to use hotels and other rented overnight accommodation as workers in a "critical sector".)**

FILMING: BRINGING INTERNATIONAL CAST AND CREW INTO THE UK

When bringing international cast and crew into the UK

- We will follow UK Government guidance which includes requirements and advice on quarantine measures: Always check for any changes to UK Government guidance on quarantine at the time of arrival as updates may have been made between booking travel and arriving in the UK
- We will insure UK Government guidance on quarantine is adhered to immediately upon arrival
- Limit in-person contact with others, including other cast and crew, to phone and video calls during any required quarantine period

For international air travel (inbound and outbound)

- Where possible, we will use airlines which are operating in line with current UK Government COVID-19 travel guidance
- we will Advise cast and crew of COVID-19 safe practice requirements at local destination and known associated risks before booking (this may include mandatory quarantine periods)
- we will give inbound cast and crew a digital briefing on the protocols they will be asked to follow while working on the production
- Additionally, for outbound international air travel: - Confirm COVID-19 safe practice requirements and known associated risks at local destination before booking (changes may have occurred locally since location was chosen)

FILMING: LOCATION

FILMING: LOCATION RECCES

- Outdoor Locations. Productions should choose locations where access can be secured and isolated from the public and which provide sufficient space for all the planned production activities while achieving social distancing and providing facilities for enhanced hygiene measures. Where filming is taking place on a public footpath or area, cordon, cone or fence off with a physical barrier, and appropriate signage accordingly.
- Indoor Locations. Buildings should be selected that can easily be cleaned and provide sufficient space for social distancing. Access should be secure and isolated from the public.
- Assess all locations for viability, with input from the COVID-19 H&S Supervisor such as 1st Option if needed
- Recces should be carried out remotely by using a video conferencing platform or by filming/taking photographs and emailing to the group to view with recce notes.
- Where this is not possible, recce crew numbers must be reduced to an absolute minimum
- Use private self-drive transport where possible, e.g. cycles, own car, with no car sharing.
- Overnight stays to be avoided where possible. If it is essential, single occupancy accommodation should be obtained and the hygiene and social distancing measures at the venue confirmed before use.
- If recces overseas are planned, then additional controls and checks regarding travel and specific country government restrictions will have to take place and a further RA completed
- technical recces at locations: Allow only designated 'essential' crew to attend
-

FILMING: LOCATION ASSESMENT

- Location must fulfil the social distancing requirement, even in areas with equipment and/or furnishings
- Location should accommodate additional workspaces for essential crew and services
- Working areas should be securely isolated from public
- Ideally exclusive use can be given for entire period of use - If not using a Unit Base
- Ample private parking should be provided where possible - if possible keep it within walking distance of location to reduce transport requirements
- Before confirming a location, check that the resident location owners are not vulnerable and shielding or experiencing possible COVID-19 symptoms, in line with UK Government guidance And always give consideration to protecting the local community from COVID-19 transmission risk.
- Where possible, we will adjust practices for location scouting and allow extra time to carry this out.
- All scouting to be shared electronically
- Filming in public spaces might be restricted in some locations, early consultation with Local Authority and police is essential.

FILMING: ON LOCATION

- Please allow extra time for prep, shooting and strike on location
- Where possible ensure a COVID-19 compliant deep clean of the location before and after production occupation.
- Use of radio comms will help to reduce the need for close personal contact. Open comms can help when a more detailed conversation is required between several people – this will prevent people coming together in a close group to discuss.
- where appropriate provide alternative accommodation to location owners for the entire duration of use,
- Allocate one member of the location team as a single point of contact on location
- Keep face-to-face interaction between departments to a minimum - Allow a 72-hour dressed set quarantine period if appropriate sanitisation is not possible
- Do not utilise crew to physically lock off areas of work -To protect the general public, where filming is taking place in a public area, cordon, cone or fence off with a physical barrier, use appropriate signage
- Where possible, set up a one-way system within the location to maintain social distancing
- Ensure waste is removed daily .

BIGGER BANG

COVID-19 PRECAUTIONS AND DEFENCE PROTOCOL

FILMING: AT BIGGER BANG

- Please allow extra time for prep, shooting and strike on location at Bigger Bang
- General interaction between people on set should be limited as much as possible.
- Essential crew only should be on set.
- Wherever possible physical separation of at least 2m should be maintained.
- Keep groups of crew who have to work within 2m together as teams and separate from others
- Use PPE (masks/gloves) as a last resort.
- Anyone who can remain on standby-by should do so off set.
- Stagger call times to help prevent crowding on arrival to set.
- Use radio comms to help reduce the need for close personal contact.
- Where practical use remote monitoring, unmanned cameras and other technologies which allow operating at a distance.
- This can be used in parallel with a video conferencing platform to establish a communication line to help create virtual direction .
- Handwashing facilities should be provided wherever possible with soap, water and paper hand towels.
- Where handwashing facilities are not immediately available antimicrobial hand rubs / gels should be provided.
- Employees should wash or sanitize their hands regularly and immediately after handling equipment or objects that may carry the virus.
- All areas to kept well ventilated.
- Closed bins which are regularly emptied to be provided in all areas.
- All production equipment, tools and props to be wiped down with antiseptic wipes regularly and whenever they are used by different individuals.
- Any shared areas on set must be wiped down when one department has finished there before another department starts.
- Personal equipment (headsets, mics, radios etc) to be cleaned before issue and then each day.
- Wherever possible headsets, mics and radios should be used exclusively by the same person for the duration of the shoot and labelled to identify user.
- Any hired equipment brought onto set must be disinfected on arrival.
- Equipment should only be handled by designated department members responsible for that equipment to help avoid any potential cross-contamination.
- Workers loading/unloading and transporting equipment should wear gloves.

FILMING: IN STUDIOS

- Bigger Bang will agree clear demarcation of COVID-19 safety responsibilities between the production and Studio Operations
- modify/limit crew access and operations within common areas and between productions.
- Ensure clear, common information-sharing and communication mechanisms between productions and Studio Operations, in accordance with GDPR requirements.
- A production should inform the studio if they have any confirmed COVID-19 cases among its cast and crew, and the studio should keep productions on site aware of any confirmed cases on site.
- If multiple productions overlap, work together to organise schedules and logistics that allow for best use of available space and facilities on site. f
- Studio cafes/canteens will operate take-away only service until UK Government rules suggest dining-in is acceptable. The studio can help to facilitate a suitable dining area for cast and crew, although the related risk assessment would remain the responsibility of the production.
- Studio Site Operations to work with productions in ensuring that all production crew and personnel are aware of, and comply with COVID-19 related signage and markings across the studio e.g. - Display posters, labels, etc. around the site to remind people of good practice

FILMING: PEOPLE AND SERVICES

FILMING: CATERING AND CRAFT SERVICES

- Ensure hand-washing facilities or hand-sanitising stations are readily accessible
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by crew when entering and leaving the area.
- **Crew should be encouraged to bring pre-prepared meals and reusable drink bottles from home.**
- Where reusable water bottles are brought on set, each individual should be personally responsible for the bottle and should not share.
- No communal food preparation, storage areas or serving, e.g. buffets or platters
- Always use a pre-order system for food where possible
- Use single-serving, pre-packaged food
- No unwrapped food or snacks to be left out
- Use single-serving drinks and single-use cutlery - and ideally biodegradable.
- Formulate a plan for the use and cleaning of shared appliances such as drinks dispensers
- Maintain required social distancing when queuing for food and drinks
- Stagger meal and break times, or run a continuous day system, to avoid congestion in eating areas
- Use a one-way system for navigating the eating area if possible
- Keep catering crew separate from wider crew wherever possible
- Use screens to separate catering from other cast and crew where needed
- Dedicate one crew member to handle all pre-packaged snacks
- Remind crew to follow the handwashing procedure, even when handling pre-packaged food
- Stringent hygiene checks should be carried out on caterers being used prior to engagement to include their health monitoring procedures.
- Making environmentally friendly choices wherever possible

FILMING: COSTUME

- fittings and approvals will take place via video conferencing technologies. Where this is not possible then essentials only should be in attendance, keeping 2m apart as much as possible.
- As many fittings as possible will be carried out during prep or off-site to avoid additional costumes and people coming to location/sets where space may be limited.
- All costumes will be washed, or steam cleaned before use. Costumes should be covered individually in plastic covers after cleaning
- Dressing areas will be spacious enough to facilities social distancing and if practicable, one-way routes into, around and from the space establishment.
- Wherever possible, cast will receive their costume in a screened off cubicle and dress without assistance.
- Costumes should be provided individually hung in a plastic cover. Cast members own clothes should be hung inside a plastic cover to avoid cross-contamination with other clothes.
- Physical contact between cast member and costume crew will be minimised, and where necessary, both should wear facemasks

FILMING: MAKE UP

- Wherever possible cast will prepare their own makeup (if needed under remote supervision of makeup artist.
- Where this is not possible make-up artists/hairdressers and cast involved will be subject to a temperature check before work begins.
- Enhanced PPE such as gloves, masks, visors will be worn by make-up artist/hairdressers
- Cast should also wear a mask where possible (i.e. during hair styling).
- Strict hygiene standards (should be standard within make-up) to be followed as usual.
- There must be at least a 2m separation between makeup/hairdressing stations.
- Workstations must be cleaned/disinfected between users.
- Wash stations with soap and water or hand sanitiser (minimum 60% alcohol) based will be provided.

BIGGER BANG

COVID-19 PRECAUTIONS AND DEFENCE PROTOCOL

- If using a make-up artist they will have a separate set of make-up materials e.g. powders, concealer, lipsticks etc and also brushes, curlers, tweezers, swabs, sponges etc, for each cast member and separately labelled.
- crew will not be applying touch ups to different cast members with same kit .
- Designated area will be in place on set for make-up/hair and the number of crew kept be the essential minimum.
- Additional monitors should made available on set for checks if needed to avoid crowding round monitors – 2m distance should be in place.
- The number of touch-ups on set should be minimised as much as possible.
- Make up artists or applicators should use - Use air borne sanitising sprays, Keep makeup in sealable containers and lids on unless in direct use, Keep equipment to a minimum per station, Sterilise and disinfect equipment between each appointment and Use disposable brushes and applicators

○

FILMING- ACTORS AND EXTRAS

- Bigger Bang plan to keep cast and stunt performers in place for as little time as possible
- Where possible we will be staggering call times
- We plan to avoid performing in a face-to-face position
- Cast members will only be on set only when required for their scene and to avoid unnecessary contact with other crew at all times
- All work that can be carried out outside should be, including rehearsals and tutelage for those of school age, if required. If rehearsals are not possible outside we will consider going outside for regular breaks and between set-ups.
- We will avoid social crowd scenes where the UK Government's social distancing requirements cannot be observed or as much as possible reduce the number of supporting artists required.
- For our actors and extras, casting agencies will be given a briefing on the production's COVID-19 protocols to share .
- We will locate holding areas as close to the shooting location as possible, to keep transit time as short as possible
- We will allow extra time to receive extras on site for COVID-19 symptom checking and briefings
- Where possible we will ask extras to wear own clothes and do own hair and make-up
- We will not allow visitors to the set, except for in exceptional circumstances

FILMING: PERSONAL AND HIRED-IN EQUIPMENT

- Cast and crew must not share personal items, e.g. phones/iPads, chargers, pens, and to take responsibility for regularly disinfecting their own personal equipment.
- When hiring-in equipment, minimise shared use.
- Schedule use of hire equipment and limit it to agreed crew members
- Avoid sharing professional equipment wherever possible and place name labels on equipment to help identify the designated user
- Have extra radios and headsets/earpieces, and dedicate a member of each department to be responsible for them for duration of shoot, e.g. disinfecting, name-labelling, charging
- Use remote operation of equipment or alternative method if viable
- Use other methods of playback as well as video monitors on set to help keep crew apart, e.g. use individual handheld devices
- Adopt paperless working, including digital signing, were possible
- Avoid using cash and favour payment cards and online purchasing wherever possible
- If equipment has to be shared, it must be regularly disinfected (including packing cases, handles, props, etc.) and always between users, following UK Government guidance.
- Allocating time for appropriate cleaning processes for incoming items to all departments, such as hire equipment, tools or other goods. For example: - Where possible, receive deliveries 72 hours in advance of when they are required and stored in a sterile and secure location - Where not possible, implement a sterilisation procedure to receive, disinfect and hand over items
- Allow extra time to process deliveries and, if necessary, extend equipment hire period in order to carry out the sanitisation process.
- Try to keep the set and workspaces free from as many unnecessary items as possible. This will include: Marking out the stage for each departmental area prior to shooting Asking cast crew to bring minimal personal belongings with them

BIGGER BANG STAFF CARE AND PROCEDURES

STAFF REPORTING SICK

- General illness: Staff should to declare symptoms to their Line Manager or Head of Production if reporting sick, so we can discuss with them any concerns we have, we will then work with each person to plan their sick leave or return to work.
- Symptoms of Covid-19 are likely to be cough, difficulty in breathing, fever, loss of smell/ taste.
- Staff are not to attend the premises if unwell but should self isolate at home .
- If you fall ill at work with symptoms of the virus , report it to your Line Manager, leave the office (if applicable) and call NHS 111 for advice with the info of your symptoms – while still in the office please keep at least 2 metres (7 feet) away from other people , avoid touching anything cough or sneeze into a tissue and put it in a bin, or into the crook of your elbow
- We are asking that staff self-isolate on the advice of NHS
- Any one developing symptoms whilst at work to be sent home (by private transport), tested as soon as possible and to self–isolate until the result of the test has been obtained. We will ascertain who this person has had close contact with at work and inform them of the potential issue.

STAFF REPORTING TO WORK AFTER TRAVELLING ABROAD

- Those that have travelled from outside the UK have to self isolate for two weeks upon their return
- If any members of your team need to self isolate, information of how to do so can be found here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- Bigger Bang will take any necessary steps to enabling workers to work from home while self-isolating if appropriate.

STAFF REPORTING SICK – NOTES FOR MANAGERS AND LINE PRODUCERS

- Line Managers will ask all new employees whether they have travelled to a hi-risk area within the last couple of weeks.
- By law, medical evidence is not required for the first 7 days of sickness. After 7 days, it is for the employer to determine what evidence of sickness they require from the employee. Normally this would be a medical note from a doctor but in this circumstance employers have been advised to use their discretion during employee self-isolation
- See current guidance for employees and employers relating to statutory sick pay due to COVID-19.
- <https://www.gov.uk/statutory-sick-pay>
- <https://www.gov.uk/employers-sick-pay>
- Workers engaged via Personal Service Companies or on a Schedule D basis will not be entitled to SSP.
- Statutory Sick Pay (SSP) is available those who are diagnosed with COVID-19, or are in self-isolation, as per the government’s advice. Employees are eligible for SSP if they cannot work because of coronavirus (COVID-19) and are as below. In all the below cases, employees can get SSP for every day they are off work. The amount is £95.85 per week. It is paid by the employer for up to 28 weeks. This applies to those:
 - self-isolating because they or someone they live with has COVID-19 symptoms
 - self-isolating because they have been notified by the NHS or public health authorities that they have come into contact with someone with COVID-19
 - staying at home because they are at high risk of severe illness from COVID-19 (shielding)

BIGGER BANG

COVID-19 PRECAUTIONS AND DEFENCE PROTOCOL

PROTECTING THOSE MORE VULNERABLE

Some people, including those aged 70 and over, those with specific chronic pre-existing conditions and pregnant women, are clinically vulnerable, meaning they are at higher risk of severe illness from coronavirus. This group who are clinically vulnerable are advised to keep themselves safe by staying at home and avoiding gatherings or, if individuals wish to spend time outdoors, to take extra care to minimise contact with others by keeping two metres apart at all times. If individuals in these vulnerable groups are part of any potential filming or work, additional consultation and safety measures need to be put in place

The list of clinically vulnerable can be found here and includes :

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

- aged 70 or older (regardless of medical conditions) and under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure, chronic kidney disease, chronic liver disease, such as hepatitis or chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
- diabetes, a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets), being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant women

GENERAL INFO

- Government information about the virus can be found here: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#information-about-the-virus>
- For your information, answers to common questions re the virus can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/common-questions/>