



# ISLAND

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S T U D I O S

## SAFE WORKING PRACTICES FOR VISITING PRODUCTIONS

ISLAND STUDIOS UK  
VERSION V1.6 - JUNE 25 2020

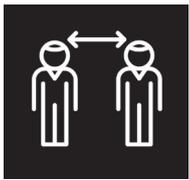
## SAFE WORKING PRACTICES FOR VISITING PRODUCTIONS

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We aim to ensure that we take all reasonably practicable actions to help reduce the risk of transmission of COVID-19 between those working on and attending shoots at our studios. We have a COVID-19 return-to-work risk assessment in place for our staff, which is displayed on site and on our website and is provided to productions on request. A summary of our protocol is outlined below.

### OUR PROTOCOL

To reduce the risks to anyone working in the building of catching/spreading the virus, we are implementing the following key controls:



#### **DISTANCING**

Wherever possible, physical separation of at least 2m should be maintained during all work activities. Work will be planned to maintain this distance as the norm. If a 2m separation cannot be achieved, we will consider whether the activity should continue. Ways to help achieve this include working remotely, reducing the number of people at work to an absolute minimum, and redesigning the workspace and our ways of working.



#### **HEALTH MONITORING**

Strict controls will be in place to help ensure that no one who has the virus or symptoms of the virus is at work.



#### **HYGIENE**

Enhanced hygiene procedures will be in place. Handwashing facilities will provide soap and water where possible; if not possible, antiseptic hand-gel dispensers (minimum 60% alcohol based) will be made readily available.



#### **CLEANING**

Enhanced cleaning/disinfecting procedures will be in place, including cleaning of the premises, equipment, and frequently used touch points.

### HIRER OBLIGATIONS

All visiting productions are reminded of the need to fulfil their legal responsibilities, too. Anyone who hires our facilities is responsible for controlling the work activities taking place therein. By hiring our premises, productions assume complete responsibility for the safety of their activities and any issues arising from them. We ask that all productions adhere to the safety measures we have put in place. All clients must provide the following documentation/information:

At the time of booking the studios, the Hirer must provide to the Company:

- A copy of the production RAM, detailing their COVID-19 safeguards.
- A copy of the production insurance.
- A signed copy of 'Terms and Conditions Island Studios June 2020.'

On a daily basis, the Hirer must provide to the Company:

- The names and contact information (mobile phone number and email) of the designated Production Lead that will be at the studio and responsible for compliance on behalf of the Hirer.
- The names and contact information of invitees who will be at the studio.
- The completed 'Visitor Health Attestation' form. (See Appendix A.)

The Hirer shall immediately notify the Company if any member of the production team, cast, crew, or other individual(s) is suspected to have developed symptoms of COVID-19 or is confirmed to have contracted COVID-19. In addition to this notification, the Hirer shall also immediately provide the following information to the Company:

- The name(s) and contact details of the individual(s).
- The dates and times when the individual(s) were present at the studio.

## TRAVEL

The government has issued guidance on the preferred method of travelling to work. We encourage people to:

- Avoid public transport if at all possible. (If this isn't possible, you must wear a face covering and wash/sanitise your hands regularly, maintain social distancing where possible, and keep any time spent in close proximity to others to a minimum. Avoid peak times if possible.)
- Travel to the stages by walking or cycling if possible, or by motorised vehicle if not.
- Be aware of social distancing while using the car park or bike stores.



## ACCESS

Before anyone is allowed on site, it is **compulsory** that a 'Visitor Health Attestation' and digital temperature check are completed each day. This attestation will confirm that all people on site have been 'COVID-free' for a period of 14 days and, in the same time, have not knowingly been in contact with anyone with COVID-19.

- Hands must be sanitised before entering the building.
- Wherever possible, entry will be directly into the stage from external doors.
- **PPE in the form of facemasks must be worn at all times in communal areas.** It is advised that PPE should be worn on stages in accordance with individual production risk assessments.
- One-way systems will be in place in certain areas of the building, and these must be adhered to at all times.
- Production will only have access to the areas they have booked. To prevent any cross contamination, areas not in use will either be locked or taped off and should not be entered.
- Recces will be booked in advance and carried out with minimal people present. PPE must be worn at all times.

## PERSONAL RESPONSIBILITY



All visitors are required to follow basic personal hygiene rules, including:

- Washing hands frequently using soap and water for a minimum of 20 seconds, or using provided hand sanitiser at designated areas for a minimum of 20 seconds.
- Following government 'catch it, bin it, kill it' advice when sneezing or coughing.
- Avoiding touching the face.
- Bringing only essential items into the workspace.

## SOCIAL DISTANCING

A social distance of at least 2 metres must be maintained wherever possible. To help achieve this, the following controls will be in place:

- Communal areas will be marked by distancing tape.
- Corridors will be switched to a 'one way' setup where feasible.
- Staircases will adopt a two-way system: 'keep to left, up; keep to left, down.'
- Maximum room occupancy limits will be posted on entrances.
- Public toilets will adopt a one-in/one-out rule.
- Non-essential communal areas will be closed.
- Where social distancing is not possible, the following mitigation measures must be followed:
  - Keeping the activity time involved as short as possible.
  - Working back-to-back or side-to-side (rather than face-to-face) wherever possible.
  - Reducing the number of people each person has contact with by using fixed teams or partnering.
  - Increasing the frequency of hand washing.
  - Wearing face masks.

## CLEANING

Each stage will be deep-cleaned and fully sanitised between each booking. Cleaning will take place throughout the working day and will incorporate the following:

- The use of antibacterial cleaning products approved for COVID-19 cleaning.
- Regular cleaning of door handles, door panels, sanitiser dispensers, and access control points.
- Regular cleaning of communal areas, including drink stations.
- Refilling of soap and sanitisers.
- Disposal of rubbish and used PPE in a manner to minimise potential exposure to COVID-19.
- Regular cleaning of toilets.

## RESTROOMS

We will be operating a one-in/one-out policy in all of our restrooms. Our on-site cleaning staff will carry out regular cleaning of the toilets, but we ask that you help us to keep these areas clean by:

- Sanitising hands before and after entering the toilets.
- Sanitising the toilet seats with toilet tissue and sanitiser before and after use, and disposing of the tissue in the toilet.
- Washing hands and placing the paper towels in the bins provided.
- Reporting any cleaning issues to our studio team.

## CANTEEN FACILITIES

Our canteens will not be accessible to our clients during this time, but our kitchen staff will be working to provide breakfast and lunch in hotboxes delivered to the stage door at pre-agreed times. The kitchen staff will be maintaining the highest level of hygiene and will be wearing full PPE whilst they carry out their duties.

- We will provide disposable cutlery and cups for use on stage.
- The tea stations on each stage will be operational, but we ask that social distancing is observed and that the stations are cleaned by the user after each use.

## ACCESS PLANT AND STUDIO EQUIPMENT HIRE

- If anyone wishes to use access equipment, this should be booked in advance.
- PPE must be worn.
- Railings, controls, etc. must be sanitised by the user before and after use.
- As soon as production is finished with the equipment, the keys must be returned to the stagehands. Keys cannot be handed over to personnel from another shoot.
- All equipment that is hired out (including fans, steamers, trestle tables, etc.) must be cleaned before and after each use, and must not be passed between shoots.



## WASTE DISPOSAL

- Please dispose of PPE, wipes, and disposable cutlery in the designated hazardous waste bins provided on each stage.
- All rubbish must be removed from the stage and placed in the skips at the end of each day. A fee will be charged if this is not done.

## STAGEHANDS



Our stagehands are always on hand to help where needed, but we will be working with reduced staff numbers during this time. Please keep this in mind, as we may not be able to respond as quickly as we would like to.

Our employees' welfare is very important, and we will not tolerate anyone putting them at risk by disregarding our safety measures or subjecting them to verbal abuse. We reserve the right to remove anyone from our studio should we feel it necessary.

*For additional information, please visit [Island Studio's COVID Response Resource Hub](#)*



**APPENDIX A**

**HEALTH AND SAFETY: COVID-19 COMPULSORY VISITOR ATTESTATION**

To: Island Studios

The undersigned hereby confirms that it has screened the health of its invitees (including by conducting on-site temperature checks) and confirms the following on behalf of its invitees:

1. No invitee has experienced COVID-19 symptoms within the last 14 days;
2. No invitee has been in contact with anyone who has COVID-19 symptoms within the last 14 days;
3. No invitee has a temperature at or above 37.8°C (100°F); and
4. No invitee has been identified by a public health agency as someone who should be shielding on medical grounds from COVID-19.

The names and contact information (mobile phone number and email) of the designated Production Lead that will be at the studio and responsible for compliance on behalf of the Hirer on today's date is:

Name \_\_\_\_\_

Mobile Number \_\_\_\_\_

Email \_\_\_\_\_

The list of invitees present on today's date is attached hereto.

Signed \_\_\_\_\_ Print \_\_\_\_\_

For and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

*For additional information, please visit [Island Studio's COVID Response Resource Hub](#)*

