

## Site Rules for Film Crews - The Historic Dockyard – Chatham

Please be aware we are a visitor attraction and depending on your prep/shoot/strike days there may be a large number of visitors on site. These visitors will not necessarily be expecting vehicle movements through the site and you may be closing off areas that regular visitors have enjoyed access to. We pride ourselves on excellent customer care for our visitors. Many visitors will be interested in the filming and we positively encourage interaction between crews and visitors. In addition we will have staff with you throughout the shoot and they will be able to advise any visitor/resident/commercial tenant regarding access or answer any questions related to the site so please refer any such questions to a member of our team.

For everyone's safety, and having regard to the historic nature of our buildings, we have as number of set site rules as follows:

- Strict site speed limit of 10 miles per hour – no exceptions!
- Parking only in designated areas to be agreed
- Smoking only in designated areas which will be agreed. No smoking inside any buildings and **not at all around the exterior to the Ropery buildings**
- No live fires anywhere on site
- No naked flames in any building without prior consent and full risk assessment (naked flames will not be allowed in the Ropery under any circumstances)
- No flame effects anywhere on site without prior consent and full risk assessment
- Special Effects (including smoke) to be agreed in advance and to be supported with a full risk assessment, method statement and COSH sheets as applicable
- No painting of any part of any building without prior consent
- No fixing of signs or structures to any building without prior consent and only by agreed fixing methods
- No posters to be placed on any building without prior consent and **in no circumstances at will wallpaper paste be allowed as a fixative** only Vaseline should be used
- The removal and reinstatement of any lights and other electrical devices will be undertaken by our own electrical contractor and charged to the production
- No signage to be removed without consent and Crews are responsible for reinstatement immediately after shooting
- All electrical equipment to have current PAT certificates
- All cable runs across access ways to be covered by matting or put in ramps
- Suitable firefighting equipment (dependant on the risk assessment) to be available at all times

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- Crews are responsible for providing their own first aid cover
- Crews are responsible for making their own arrangements in respect of removal of all rubbish and materials from site upon completion of filming and ensuring all areas are left clean and tidy (which includes making arrangements to ensure all screws are picked up) Any costs resulting from the removal of rubbish will be recharged to the production
- Dogs on site must be kept on a lead at all times.

We have set rules for contractors working on site (including no radios and no foul language in front of visitors). A copy of our Code of Safe Practice for Contractors is available on request.

**Production companies/crews are responsible for their own risk assessments and dynamic fire risk assessments/means of escape having regard to the areas they are working in, the changes/set construction they are undertaking and the number of persons in any particular area especially on shoot days.**

**Production companies/crews should ensure that adequate fire fighting equipment is to hand at all times having regards to the activities being carried out.**

**Production companies/crews should ensure all work is carried out in a safe manner having regard to the buildings, employees, and the general public on site.**

**Copies of Risk Assessments, Method Statements, Test Certificates, Drivers/Operators licences etc should be available for inspection if requested.**

**Chatham Historic Dockyard Trust reserves the right to stop any work or shoot should it deem there to be a danger to persons or a risk to the buildings.**

Please ensure this information is passed on to all those who will be working on site on either prep, shoot or strike days. (both directly employed staff and contractors). In addition we would request that the speed limit and smoking policy is added to call sheets.