

Filming procedures and protocols at St George's University Hospitals NHS Foundation Trust

This filming protocol has been developed in consultation with St George's University Hospitals NHS Foundation Trust, Estates and Facilities Team, Communications Team, Emergency Preparedness and Site Management Team to ensure that the trust remains film friendly while maintaining a balance between the day-to-day working of the trust and the needs of our patients and staff.

This protocol is to define the requirements of St George's University Hospitals NHS Foundation Trust with regard to the process of an external organisation undertaking filming at St George's Hospital.

It applies to all filming requests where the production team who are coming on site is greater than five members or where there is more than one camera in use. The communications team will review filming requests with a production team of five or less people on a per project basis to determine the procedures that must be followed.

Filming requests and application procedure

Most areas of our premises may be photographed or filmed for a variety of purposes, including news broadcasts and as locations for documentaries, dramas or films.

If you would like to pursue a filming/photography application you must inform the trust's Communications Team by completing a filming request accessible via the trust's website.

The trust reviews each submission. We will try to help where we can, but please be aware that during busy times we may not be able to accommodate your request.

To manage requests for full-scale television productions, feature films or events the trust engages the services of a third party company to facilitate the management of the production. This company will be responsible for collecting the Location Fee from the Licensee, obtaining a signed Licence Agreement, collating Public Liability Insurance, Risk Assessments, Method Statements and health and safety information required from the Licensee. The third party company will negotiate and facilitate bookings which will be presented to the trust.

Charges for commercial photography or filming

Charges will be levied for any filming or photography at our premises for purposes other than relevant news footage or for St George's University Hospitals NHS Foundation Trust own purposes.

Fees are charged to cover all administration, staff costs and cost of using our location. These are discretionary and further details are available on request.

If filming does not take place after the initial or secondary recce a charge of £100 will be incurred

Any changes to the day or time of filming must be relayed to the Communications team as soon as possible. This should be at least 12-hours before the original date/time agreed; otherwise a 25% cancellation fee will be due.

If filming should take longer than first agreed, the organisation will be invoiced for the additional time incurred. This payment will be due within one week of the filming

Prior to filming

All filming, whether commissioned by the third party company the trust works with, or directly with the trust, must adhere to the following procedures where possible over the following timescales.

4 weeks prior to filming:

- An onsite recce with a communications team member to scope out the requirements of the project
- A specification by the production company that details the requirements of filming to include
 - The date and time of the filming.
 - The filming locations at the trust.
 - Establish whether staff or patient consent is required. If staff or patient consent is required the trust will require a detailed explanation of where and how the footage will be used and an initial outline of the consenting protocol
 - The number of people that will be on site and their requirements.
 - Power requirements.
 - Details of the technical practicalities
 - Any temporary modifications made to trust property.
 - Number and type of vehicles onsite.
 - Parking requirements.
 - Security Requirements.
- The trust will review the proposals to determine if any additional administration fees are required. Fees are usually charged to cover administration and staff costs. These are discretionary and further details are available on request. Additional costs may be charged if supervision is required out-of-hours.

3 weeks prior to filming:

- A site visit by the location managers with the trust's estates and health and safety teams to inform the Risk Assessments and Method Statements process
- If the production team are working in live areas where patients are in situ the team will be required to attend a short induction to orientate the production team on issues such as infection control and patient confidentiality.

3 weeks prior to filming:

- Submission of the Public Liability Insurance documentation, Risk Assessments, Method Statements and health and safety information to the trust.

- The trust will supply a paper based induction to orientate the team with the trust and our requirements.

2 weeks prior to filming:

- Trust estates team health and safety manager will respond with additional requirements or agree the Risk Assessments and Method Statements.

1 week prior to filming

- Key filming contact details and call sheet supplied to the trust to allow us to prepare staff with the exact length of time that we will be present in their areas.

Filming

- The producer and film crew must wear photo ID badges identifying their organisation and as a temporary visitor to the trust. These are provided by the trust
- Filming must not interfere with the provision of patient services or effective running of the relevant areas.
- Patient and staff safety is paramount at all times.
- The privacy of patients must be respected and their dignity preserved.
- The film crew must be accompanied by a senior member of the communications team or a representative of the site at all times.
- Relevant Infection Control procedures must be respected.

For further information/clarification, please contact the Communications Team on 020 8275 5151 or e-mail communications@stgeorges.nhs.uk