

VERSION²N

COVID-19

Location, Set, Studio and Warehouse Briefing

CREW EDITION



GUIDANCE FOR THE SAFE, CONSIDERATE CODE OF CONDUCT
AT VERSION 2 SERVICED PRODUCTIONS

INTRODUCTION

The following guidance is intended to help mitigate risk, protect against infection and effectively combat the spread of COVID-19.

The information contained herein will help to identify and control the risks associated with COVID-19. It does however, in no way supersede any Government guidelines or NHS advice. All applicable health and safety regulations, standards and operational protocols must be followed at all times.

This advice is provided alongside, and should be referenced in conjunction with, all/any other guidelines issued by production or other relevant, governing body, and must be adhered to by all crew members working on set, location or at any Version 2 Lights operated premises.

Additional information and advice is available via the Version 2 COVID-19 Operating Procedures (12/05/2020 Rev1) document, a copy of which is available upon request.

Version 2 operates in strict accordance with current guidance provided by the UK Government and the NHS. As members of the Association for Studios and Production Equipment Companies, Version 2 adhere to the ASPEC Phase 1: 10 Point Plan, created to assist in the provision of safe, careful, and cautious support to production.

In building a greater understanding of control and containment protocols, members of the Version 2 senior management team have completed training relating to coronavirus awareness.



In addition to complying with all Government issued guidance, all Version 2 Crew are required to:

Complete the attached CREW DECLARATION, monitor their own well-being and understand how to identify symptoms of COVID-19.

Follow all Government and NHS advice in relation to protecting against the spread of COVID-19.

Familiarise themselves with, and strictly follow, all location/studio specific guidance and procedures put in place by Production. This includes following instruction relating to social distancing and the correct use of PPE.

Comply with all local signage and venue specific rules and regulations.

Locate the position of hand sanitiser stations and thoroughly wash hands at regular intervals.

Complete all required Risk Assessment documentation.

Follow any equipment cleaning/disinfection instructions which have been issued and not leave any personal property/equipment on site unless you have previously obtained written authorisation to do so.

CREW DECLARATION

Please complete the form below and sign to acknowledge your understanding of, and agreement to following all relevant COVID-19 operational protocols.

Have you, in the last 7 days, displayed any of the symptoms associated with COVID-19, including: high temperature, cough, sore throat, loss of taste/smell, breathing difficulties, fever, respiratory illness?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
To the best of your knowledge, in the last 14 days, have you, or anyone you share your home with been in contact with anyone diagnosed with COVID-19?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you currently shielding or do you have any known underlying health conditions which could make you vulnerable to COVID-19?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you tested positive for COVID-19 in the previous 14 days?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If you have answered YES to questions please do not enter the location, set, workplace. If you have already arrived at a site, please leave immediately and seek the proper medical advice.

If the employee or visitor cannot leave the building immediately, they should be moved to a designated quarantine area.

I understand the control measures which are in place are required to ensure the safety of myself and my colleagues.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I will adhere to social distancing rules. I acknowledge the requirement for PPE to be worn and understand the correct fitting and disposal of face masks.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I consent to having my temperature taken each day before work begins. I shall declare immediately any COVID-19 symptoms or contact with anyone displaying symptoms	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Signature <input type="text"/>	Print Name <input type="text"/>
Name of Production (if applicable) <input type="text"/>	Date <input type="text"/>

Please return a signed copy of this form to **Version 2** (click to send via email)

All/any data will only be collected to monitor the well-being of all crew and to allow identification of anyone who is either at risk or is a potential risk to others in the workplace.

COVID-19 ONSITE RULES

Please familiarise yourself with the following instructions.

Please wash your hands as soon as you arrive on site and wear your reusable facemask.

Masks should be worn:

- When 2m distancing is not possible.
- In any enclosed space onsite
- On public transport
- When sharing a vehicle

Additional PPE such as visors or disposable gloves may be required and will be provided by production, where needed, on a task specific basis.

PPE

The health, safety and well being of all staff, crew and customers is of paramount importance. Version 2 have available a selection of PPE, including COVID-19 relevant items. Please contact Version 2 for details



Hi-Visibility apparel, clearly marked as Lighting Crew



Face masks



Disposable gloves

Version 2 Lights will also make available to Production a selection of COVID-19 relevant materials such as signage, risk assessments and operational protocols. Please contact Version 2 for further information.

SIGNAGE

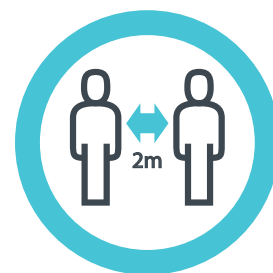
Please adhere to all instructional signage and continue to follow all available guidelines.



HANDS



FACE



SPACE

FURTHER INFORMATION

<https://www.gov.uk/coronavirus>

<https://www.nhs.uk/conditions/coronavirus-covid-19>

<https://www.bfi.org.uk/coronavirus-covid-19/working-screen-industry-during-covid-19>

<https://www.screenskills.com/insight/coronavirus>

<https://bectu.org.uk/coronavirus>

GENERIC RISK ASSESSMENT

The following generic risk assessment is intended to provide an outline of Safe working procedures and measures required to control and prevent the spread of COVID-19. The process of this generic risk assessment should be considered as on-going. Updates will be applicable as new guidance is issued.

Area of assessment

COVID-19 related risks to employees and personnel, including: crew, production, visitors and drivers engaged to work by Version 2 Lights in areas under the control of Version 2 Lights.

Hazard

1. All areas of the business and all personnel effected by COVID-19
2. Risk to health
3. Risk of infection from COVID-19
- 4 Risk of spreading the COVID-19 virus

Persons at Risk

All employees, crews, clients, contractors, visitors, drivers.

Control Measures in Place to Reduce the Risk

- All crew will have been briefed on the risks associated with COVID-19. All crew will have been issued with guidelines aimed at preventing infection or the spread of COVID-19.
- Version 2 have available a comprehensive COVID-19 working protocols document. *Copies available upon request.*
- All crew will have been made aware of self-isolation procedures and social distancing measures as per UK Government instruction.
- All crew will have their temperatures taken on a regular basis.
- Anyone with known pre-existing health conditions or heightened risk factors will have informed Version 2. Any such person may be subject to government advice.
- Crew will be required to confirm that they have understood documentation issued in relation to COVID-19, including this generic risk assessment.
- Anyone showing COVID-19 symptoms will be asked to leave the workplace in order to self isolate
- Crew are advised to limit or avoid the use of public transport.
- Persons with a temperature exceeding 38 degrees C and those displaying other COVID-19 symptoms may be asked to stay away form the workplace.
- Task specific and/or segregated work zones may be introduced.
- All persons will be encouraged and reminded to wash hands at least once an hour
- PPE including face masks and gloves will be issued for use as and when required, along with instruction on the correct use and disposal.
- Entry to all Version 2 controlled work areas both on site and at the warehouse shall be controlled. No visitors or drivers shall be allowed into such areas without prior checking for COVID-19.

Additional measures

Government and Production specific advice will be clearly posted.

Line Managers and Supervisors should be made aware of any new, potential or otherwise specific risks.

Please Note: This is a general Risk Assessment whereby only significant risks have been addressed. Any changes to existing procedures should be subject to a further Risk Assessment.

Who should take action

Version 2 Director/Manager, supervisors, members of the production team or any persons seeing danger.

All heads of department have a responsibility to ensure safe working practices within their departments and should report any/all potential risk or Health and Safety infringements .