

YSJ On-Campus Filming Guidelines

Before filming anywhere on campus you must email the Deputy Director of Campus and Residential Services and the University Health and Safety Officer for consent beforehand. You should clearly state the date, times and nature of the activity and include a copy of the Location Agreement form. If they have any concerns about anything they will want to discuss them with you although it is expected that your risk assessment should have covered everything.

You should also take into consideration the following:

- Some areas will need local consent in addition to the above i.e. specialist spaces such as the engineering workshop, occupational therapy rooms etc. Please note permission to film in staff offices is not usually given;
- There will be some areas that will not allow access i.e. the Vice Chancellor's office, the Finance department etc. due to security and confidentiality reasons;
- Some rooms will need to be booked through Timetable in order to be used; if the room is not available you will need to find an alternative or a different date;
- If filming outdoors or in a public space you mustn't block walkways or cause a disruption;
- Bear in mind that taught sessions may be in progress adjacent to where you are filming or staff working in offices so noise should be kept to a minimum;
- Ensure you ascertain whether there are any particular events taking place which could affect or be affected by your filming;
- Remember that not everyone wants to be filmed; seek agreement in advance but respect their wishes should they decline to be involved.

Always have a copy of your Risk Assessment Evaluation form and Location Agreement with you and if you have any doubts or concerns consult your Academic Tutor or one of the FTV Technical team.

Academic or Technical staff may visit your crew whilst on location, either on or off campus, at any time. If they observe any behaviour or activity which they consider is unsafe or inappropriate they will call an immediate halt to filming. Likewise if the Deputy Director of Campus and Residential Services or University Health and Safety Officer have any concerns they will stop filming until the issue is resolved.