



Film Store London and Film Store Bristol have continued to adapt throughout the Pandemic ensuring a continuous, safe and reliable service for our clients. We continue to support shoots across the production spectrum.

Our offering now extends beyond simply being a Covid-safe production partner. We've built unique remote monitoring solutions enabling directors and producers to engage with their shoots from home. Additionally, our recent move to a significantly larger premises in London means that we can handle a higher throughput of work whilst adhering to social distancing.

Everything we do will continue to lessen the impact of current restrictions on our clients, whilst keeping them and our staff safe. Please get in touch for production advice, equipment or just for a chat.

## STAFF & VISITORS

### GUESTS // WORKPLACE // MEETINGS

- On arrival, hand sanitiser and face masks are available for visitors as needed
- We're observing social distancing as far as possible in the workplace, although masks are not compulsory between staff in the Film Store premises. They're being used on request when encountering clients off-site. Regular sanitisation of equipment and workspaces is now in effect as part of daily work practice.
- Those travelling from abroad/anywhere requiring quarantine are observing all restrictions before returning to the business premises. Any of our staff or visitors with flu-like symptoms or recent illness are required to self-isolate, work from home or delay meeting appointments until confirmation of a negative COVID test.

## SAFETY

### CLEANLINESS // HYGIENE // QUALITY ASSURANCE

- We have been regularly testing staff with Rapid Antigen Tests with the intention of monitoring potential outbreaks.
- Company-wide measures have been put in place to prevent spread of infection as detailed in government and NHS advisory Covid-19 action plans
- In the event of a further lockdown or the introduction of government restrictions, plans are in place for a split rota of staff combining home and on-call working to ensure business continuity going forward
- We are thoroughly cleaning all equipment returning from clients. This includes antibacterial wipes, surface cleansers, disinfectant and antibacterial gel on hand contact
- Similarly, kits are thoroughly cleaned during prep. This includes antibacterial and virus cleaning. All staff wear PPE including latex gloves and face masks

## OPERATIONS

### SERVICE CONTINUITY // OUT OF HOURS SUPPORT // LOGISTICS

- More spacious premises means better control of deliveries and collections, as well as the ability to handle a larger throughput of work whilst maintaining social distancing and other Covid compliant measures.
- We have operational bases in both London and Bristol. Should further restrictions be put in place in London, we can continue to serve our clients from our Bristol base (and vice versa)
- All external meetings will continue by phone, online and in the digital space
- Staff showing any symptoms or feeling unwell to take time off, and staff travelling from high risk locations to quarantine themselves for 7 days



## RISK ASSESSMENT // SUMMARY

At Film Store we take cleanliness and hygiene extremely seriously. However, with the current situation as it is, we have taken further measures to mitigate risk to both our business and our clients' productions.

Potential Hazards	Potential Impact	Control Measures	Risk Level
<ul style="list-style-type: none"> <li>• Contamination through equipment / shared facilities</li> </ul>	Risk of infection spread, risk of contamination from international returns	At Film Store we take cleanliness and hygiene extremely seriously. We are continuing with the following measures in place and are updating in line with our clients' specific requirements.	Low
<ul style="list-style-type: none"> <li>• Contamination through contact with personnel</li> </ul>	Risk of ill health / transmission of infection	Daily cleaning of the kit room, office and all shared work surfaces. Staff observing regular hand washing and cleanliness procedures. Social distancing to minimise external contact with suppliers and clients. Skeleton staff operating on rota basis.	Low
<ul style="list-style-type: none"> <li>• Short-notice office closure or local lockdown</li> </ul>	Disruption to production and programme continuity	Business continuity plan in place to activate Bristol office base as an alternative to London, with remote working resources and on-call crew availability. We will monitor the situation closely to follow government advice and update regularly.	Moderate
<ul style="list-style-type: none"> <li>• Contamination through production settings or on location</li> </ul>	Risk of infection / transmission to staff through shared facilities and workplaces	We are actively engaging with our clients to devise production-specific risk assessments and adapt existing location workflows to adhere to Government, WHO and APA guidelines. We will continue to develop and share best practices amongst our clients as we learn about the ongoing situation. All staff and crew attending location will be equipped with PPE. If necessary, we can connect clients with specialist H&S practitioners with the capacity to supply first aid framework and staffing, provision of RPE and access to sampling and testing.	Moderate