

SITE INFORMATION DOCUMENT - Thames Water

This is an **operational facility** and comes with **stringent H&S procedures**. Thames Water reserves the **right to remove persons or shut down production** if regulations within this document are not abided by.

Number one priority is the health and safety of all people on site Thames Water expects

“zero incidents, zero harm, zero compromise”

PROCEDURE

INITIAL ENQUIRY	<ul style="list-style-type: none">❖ Locality will gather information about the project to send to Thames Water(TW) for approval from:<ul style="list-style-type: none">- the Press Office to approve content.- Line Manager to approve finances.❖ This can take some time so do not expect a quick turn around.
SITE VISIT / RECCE	<ul style="list-style-type: none">❖ All site visits must be escorted by a Thames Water Passport trained person and will be charged to Production at a cost of £150 for the first hour and £50 per hour after.❖ Production must supply all 5 items of PPE for everyone entering site: eye protector; gloves; hard hat; reflective vest; steel toed boots.❖ All persons must cover arms and legs and wear stout footwear. Sandals and shorts are not acceptable.
PAPERWORK	<ul style="list-style-type: none">❖ Locality will send production an Intentions Form (IF) for the person responsible for the crew on site to fill in. This details the requirements of each department of the production.❖ Production to supply a Health and Safety Risk and Method Statement (H&S RAMS)❖ Production to supply evidence of Public Liability Insurance of at least ten million pounds.
APPROVAL	<ul style="list-style-type: none">❖ When the Intentions Form (IF) is complete Locality will send this on to the Controller of Premises (CoP) to approve
CONTRACT	<ul style="list-style-type: none">❖ When the IF has been approved Locality will send production a Location Hire Agreement (LHA) for signature by a Producer or other designated person and TW head office.❖ Once contracts have been signed TW will Transfer Operational Control of Premises (TOCoP) to the production. This allows production to work within its own H&S RAMS and insurance, thus crew can be assessed to wear less or no PPE.
SHOOT DAY	<ul style="list-style-type: none">❖ All crew and personnel entering the Premises must undertake an induction to fully understand the health, safety and wellbeing responsibilities of entering a Thames Water operational site.❖ The Production must have supplied a H&S RAMS and work within its guidelines.❖ Signing in and out procedure in place.❖ TW staff will escort crew whilst on site. Production pays for their time.
AFTER SHOOT	<ul style="list-style-type: none">❖ Production to fill in the Sign Off Sheet and sort out any problems.

RESTRICTIONS

BRANDING	<ul style="list-style-type: none">• Thames Water cannot be identified on screen unless specific permission has been obtained.• DO NOT identify Thames Water in any manner: business name; site name; logos; uniforms; badges; banners.• Avoid identifying any tenant, personnel, or visitors or tenants, on screen in any manner.
SAFETY DEVICES	<ul style="list-style-type: none">• Never remove, cover or block emergency signage or cover smoke detectors.• Isolation of detectors can only be done by TW staff.
SMOKING	<ul style="list-style-type: none">• No smoking or naked flames allowed on the Premises. Smokers must leave the site to smoke.
MACHINERY	<ul style="list-style-type: none">• Do NOT touch machinery, hoists, control panels or open any shut cupboard.• Any crane owned by TW can only be operated by TW staff. Hoists to be tied off by crew.
NOISE	<ul style="list-style-type: none">• Most of the locations involve some kind of pump which can be very noisy. On rare occasions the pumps can be turned off during takes only.
SET BUILD	<ul style="list-style-type: none">• No holes or drilling into the structure of buildings.• Painting is NOT allowed on the structure of buildings.
HEAVY EQUIPMENT	<ul style="list-style-type: none">• Cranes require a permit to be allowed on site.• Weight restrictions may apply.

EXPECTATIONS

CHANGES	<ul style="list-style-type: none">• All changes to the Intention Form must be approved by the CoP before being allowed. If it is not written down, it's not happening!
ROAMING	<ul style="list-style-type: none">• When contracted to be on site production must supply personnel to alleviate any crew wandering into other areas.
SECURITY	<ul style="list-style-type: none">• Supply security personnel to man the doors to the premises at all times.
H&S on site	<ul style="list-style-type: none">• Production person responsible for overseeing H&S of the crew to be on site at all times.
WASTE	<ul style="list-style-type: none">• Production must remove all waste it creates at the end of each day and within the times of hire period. (Additional charges may occur if premises are not left in satisfactory condition).

Terms

- Cancellation fees are 100% if cancelled after both parties have signed the Location hire Agreement.
- Film days are 12 hours - Photoshoot days are 10 hours - Unit base is up to 24 hours

Disclaimer: All data, imagery, and information is provided without warranty or any representation of accuracy, timeliness or completeness. The content of the information is solely a guideline and is subject to constant change.