

ELSTREE STUDIOS

COVID-19 SITE SAFETY GUIDE



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COVID-19: BACK TO THE STUDIOS ONSITE GUIDELINES

At Elstree Studios, safety is our primary concern during this outbreak of COVID-19. You must adhere to the following guidelines to protect the safety of yourself and others on site. Government guidelines must be adhered to in any event.

SECURITY

- Security must be notified in advance of access and client crew and cast lists must be provided.
- For Pedestrians: there is an intercom and lock at the front gate and at the Gatehouse. Passes must be shown to Security at the Gatehouse window and Security can be spoken to via the intercom.
- For Drivers: the ANPR system will allow access for drivers with booked spaces but all passes and authorisation must be shown in advance of entering site. Drivers who exit their cars must wear a mask or face covering and adhere to social distancing measures.
- Security **may deny access** to pedestrians and cyclists who are not wearing masks or face coverings. Client crew and visitors must be aware before visiting Elstree Studios of the site guidelines herein contained.
- A Paramedic Security Guard will be working on site when required. They will have equipment and attend to anyone onsite taken potentially unwell.

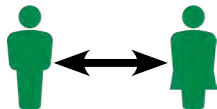


HYGIENE & SOCIAL DISTANCING

- Please frequently wash you hands.

- Sanitising stations are placed across site (please see site map)

- **Adhere to social distancing measures, keep 2 metres away from other people.**



- Smokers must not smoke outside office buildings. The green area near the Powerhouse is to be zoned and used as a smoking area temporarily. A marked out area to the rear of site, near the backlot, can also be used for smoking.

- The Event Hall may be used for safe social distancing catering arrangements subject to discussions with Elstree Studios Management.



- The Whitehouse is the isolation point for any person deemed potentially unwell.

- Clients and tenants are responsible for the general health and safety of their own respective areas.

- EFS are not responsible for any health and safety breaches by a tenant or client.



PPE

- Masks or face coverings (and ideally gloves) are to be worn in communal **areas at all times**. Communal areas on site are roads, toilets, corridors and shared kitchens.



- If a client or tenant representative is found not wearing a mask in these areas, they will first receive a reminder and, if they repeatedly fail to adhere to site guidelines, may be asked to leave.

ACCESS

- All clients and tenants are restricted to their areas and are not permitted to wander freely on site.



- Clients are responsible for health and safety within their stages but must include within their risk assessment a section on measures taken for COVID-19. A copy of this must be given to Elstree Studios Management.

- If possible, all large meetings are to be held virtually. The Spielberg Suite is available to hire from Elstree Studios Management for meetings adhering to social distancing guidelines.

- All deliveries will be stored in a gazebo next to Security and must be collected by a client or tenant representative. Food deliveries must be collected by a client or tenant representative.



- Barriers on site will indicate restricted areas and zones.

- There will be no access to George Lucas Stage 2 via the Stage 1 door. The Stage 2 door must be used to access Stage 2. All visitors, cast and crew must be authorised and Security and Elstree Studios Management must be notified in advance.

Please contact Elstree Studios Management with any queries: info@elstreestudios.co.uk

ELSTREE STUDIOS

COVID-19: OUR ON-SITE PARAMEDIC

As part of our COVID-19 safety precautions, Elstree Studios has a Paramedic at Security. This precaution has been put in place in an effort to protect the safety of yourself and others on site.



The Paramedic is there to monitor the health and wellbeing of those entering and on site. They will be in full Personal Protective Equipment (PPE) and stationed at The Gatehouse with Security.

Upon arrival, the Paramedic may ask you a series of questions that include if you have experienced any symptoms of COVID-19 or if you have had contact with anyone who has. They will

also ask if you consent to having your temperature checked. Anyone who refuses having their temperature checked will be denied access to Elstree Studios on the basis that their access could jeopardise the health and safety of others on site.



With a touchless infrared thermal thermometer, the Paramedic will test all Staff, Tenants, Clients and Visitors entering site for a raised temperature (38°C or above). This is one of the main symptoms of coronavirus/COVID-19.

If you can answer 'yes' to the Paramedic's questions or you do have a raised temperature, the Paramedic can carry a second screening or a more invasive (ear) temperature check. If this again reads high, you will be denied entry to site and advised to return home, self-isolate and contact NHS Direct to discuss symptoms and an assessment.

The Paramedic may also take you for further assessment if they deem necessary. They may take further readings of your blood pressure, oxygen and blood sugar levels. **The Medic tent behind The Whitehouse** will be used as a private location for these tests.



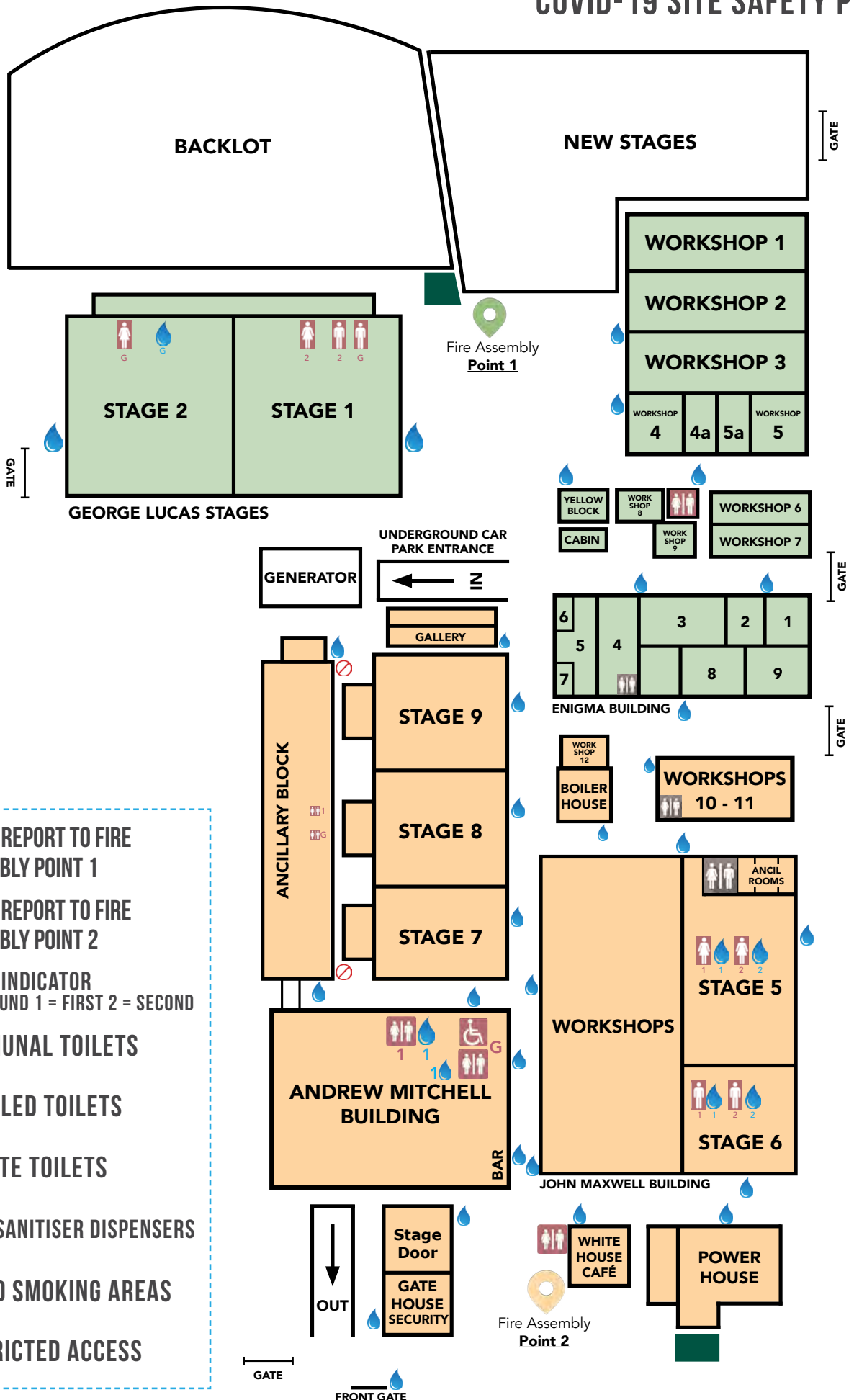
In the event that the Paramedic is concerned for your welfare, you may be asked to remain at the Whitehouse until arrangements are made for you to be collected safely from site.

ALL GDPR RIGHTS WILL BE PROTECTED AND ALL PERSONAL DATA CONFIDENTIAL.





We thank you all for your cooperation.

ELSTREE STUDIOS

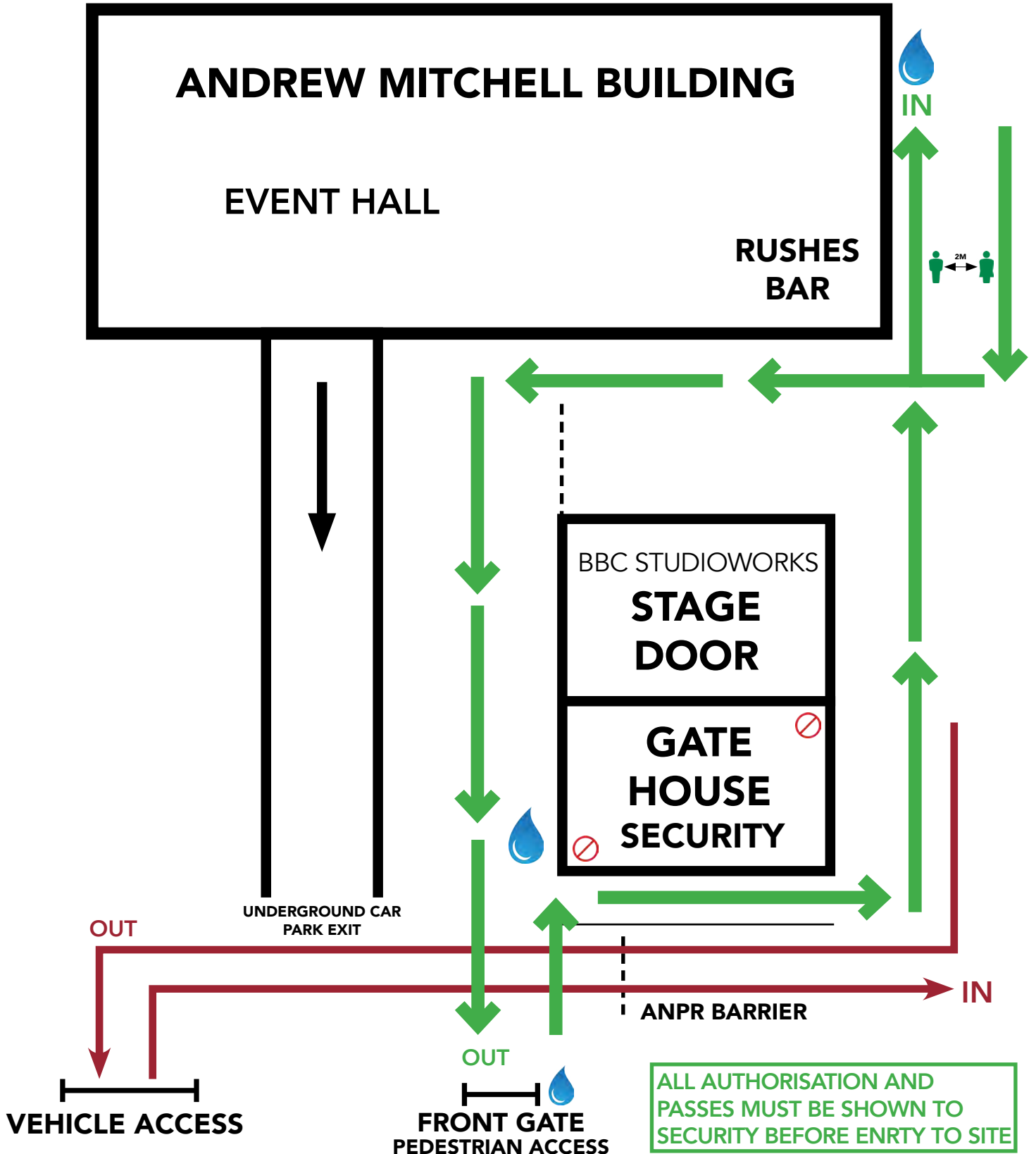
COVID-19 SITE SAFETY PLAN




- AREAS REPORT TO FIRE ASSEMBLY POINT 1
- AREAS REPORT TO FIRE ASSEMBLY POINT 2
- G/1/2** FLOOR INDICATOR
G = GROUND 1 = FIRST 2 = SECOND
- COMMUNAL TOILETS
- DISABLED TOILETS
- PRIVATE TOILETS
- HAND SANITISER DISPENSERS
- ZONED SMOKING AREAS
- RESTRICTED ACCESS


-  Hand Sanitising Stations
-  Restricted Areas - no access unless authorised
-  Instruction for PEDESTRIAN entrances and exits
-  Instruction for VEHICLE entrances and exits


SITE ENTRANCE & EXIT



 Hand Sanitising Stations

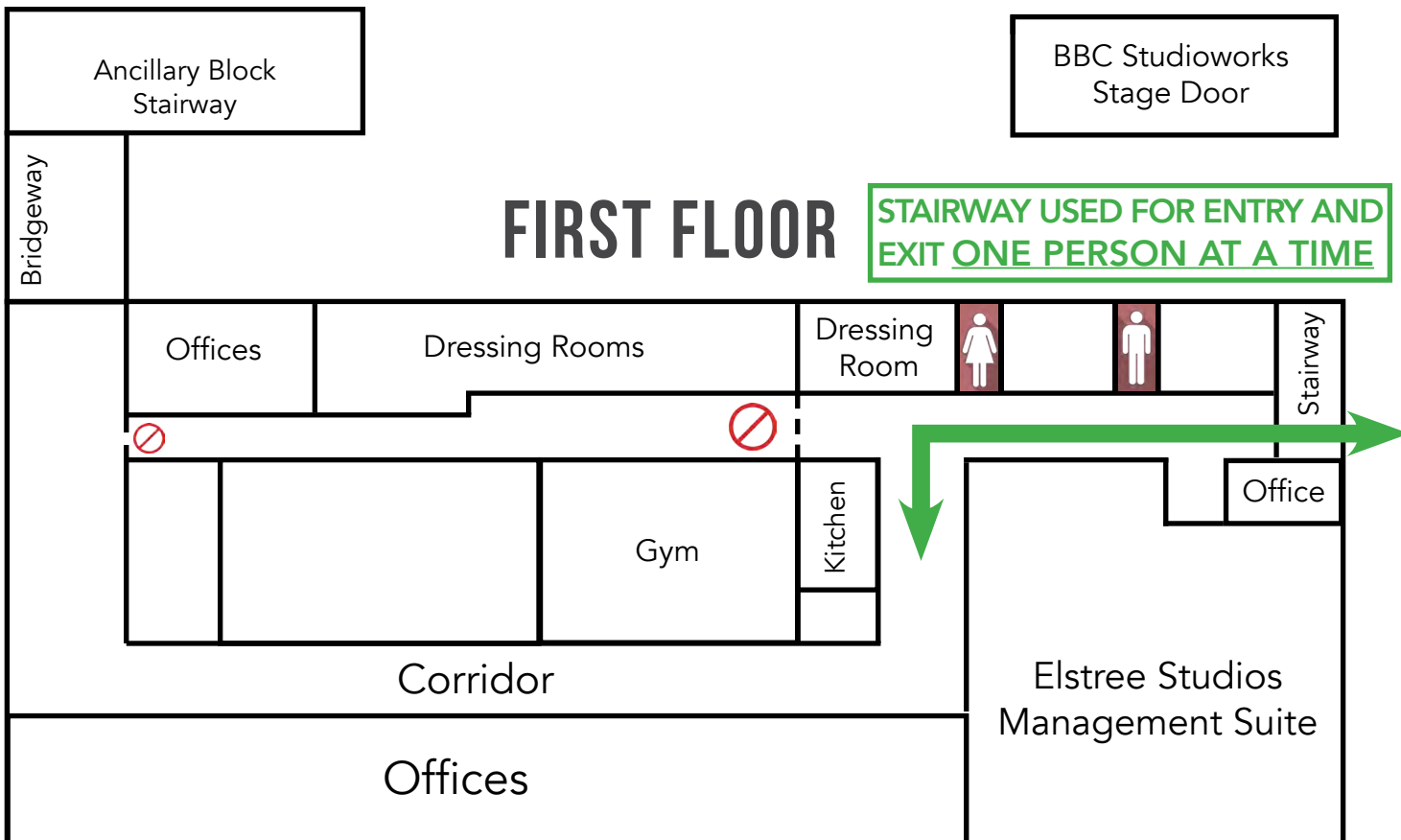
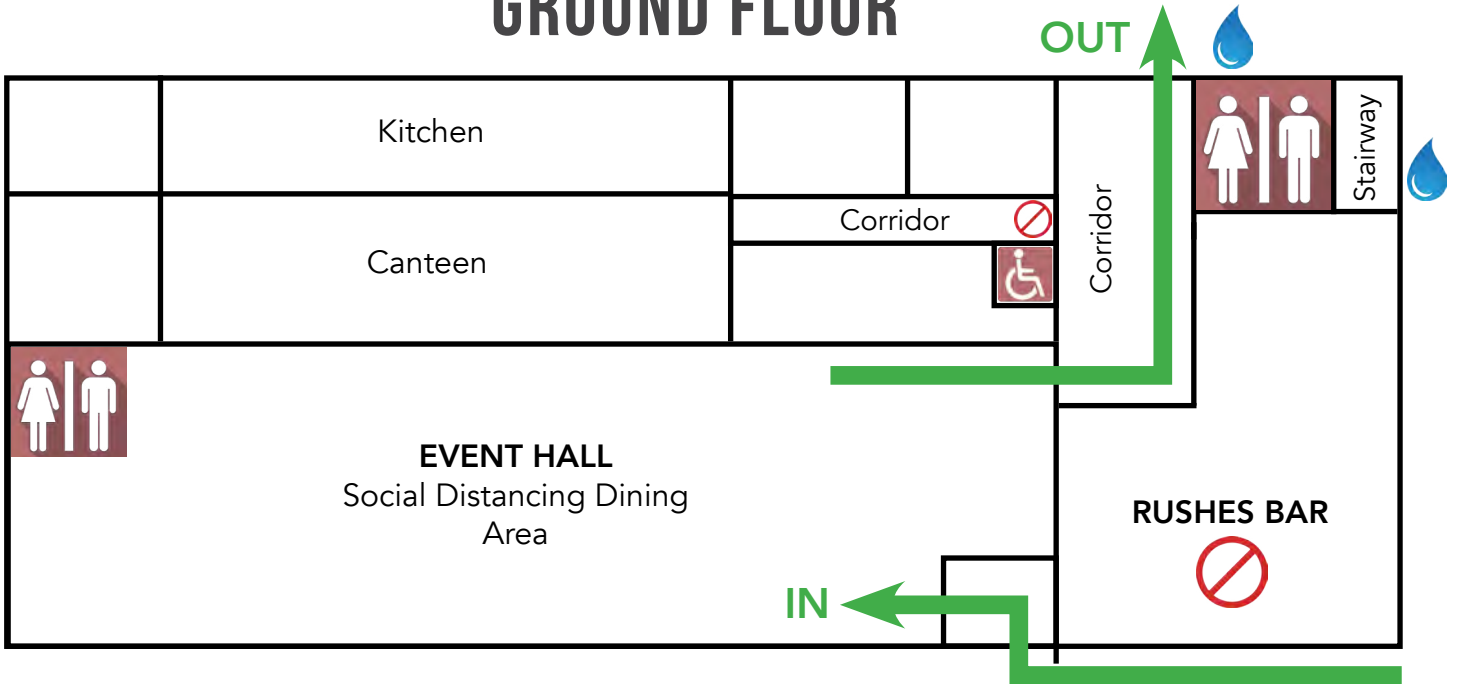
 Toilets




 Restricted Areas - no access unless authorised

 Instruction for entrances and exits

ANDREW MITCHELL BUILDING

GROUND FLOOR



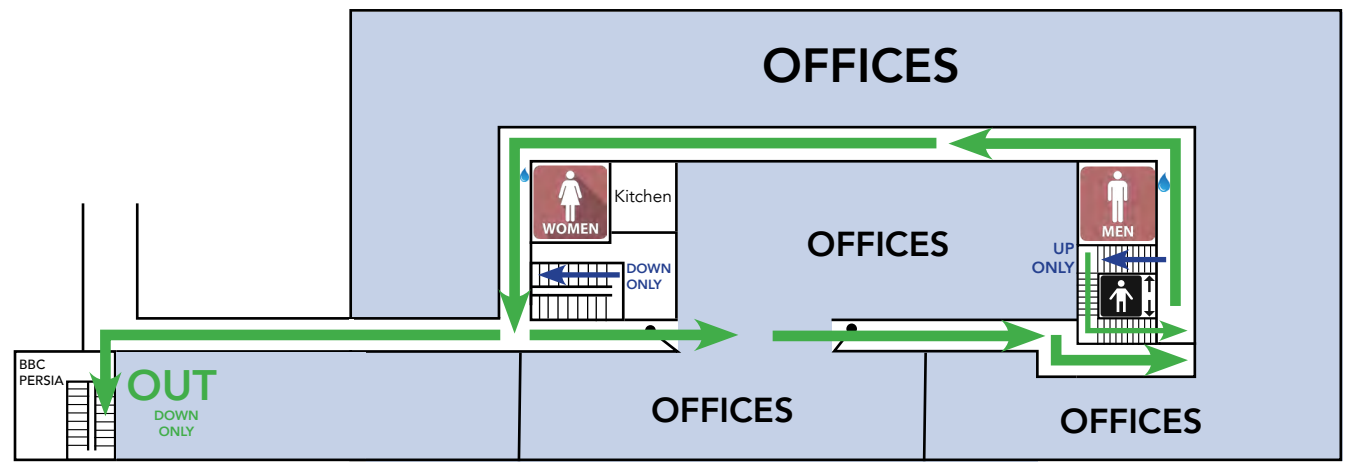
 Hand Sanitising Stations
 Toilets
 Follow one-way system

JOHN MAXWELL BUILDING

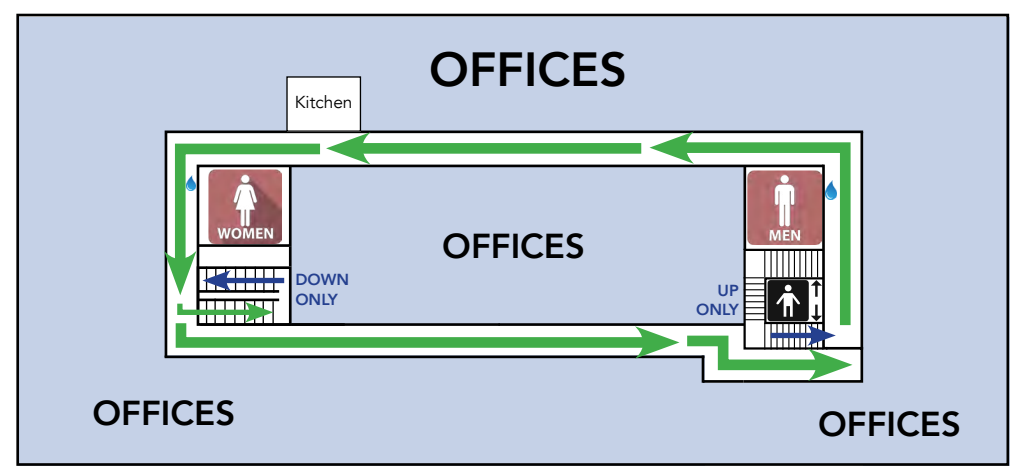
GROUND FLOOR







FIRST FLOOR



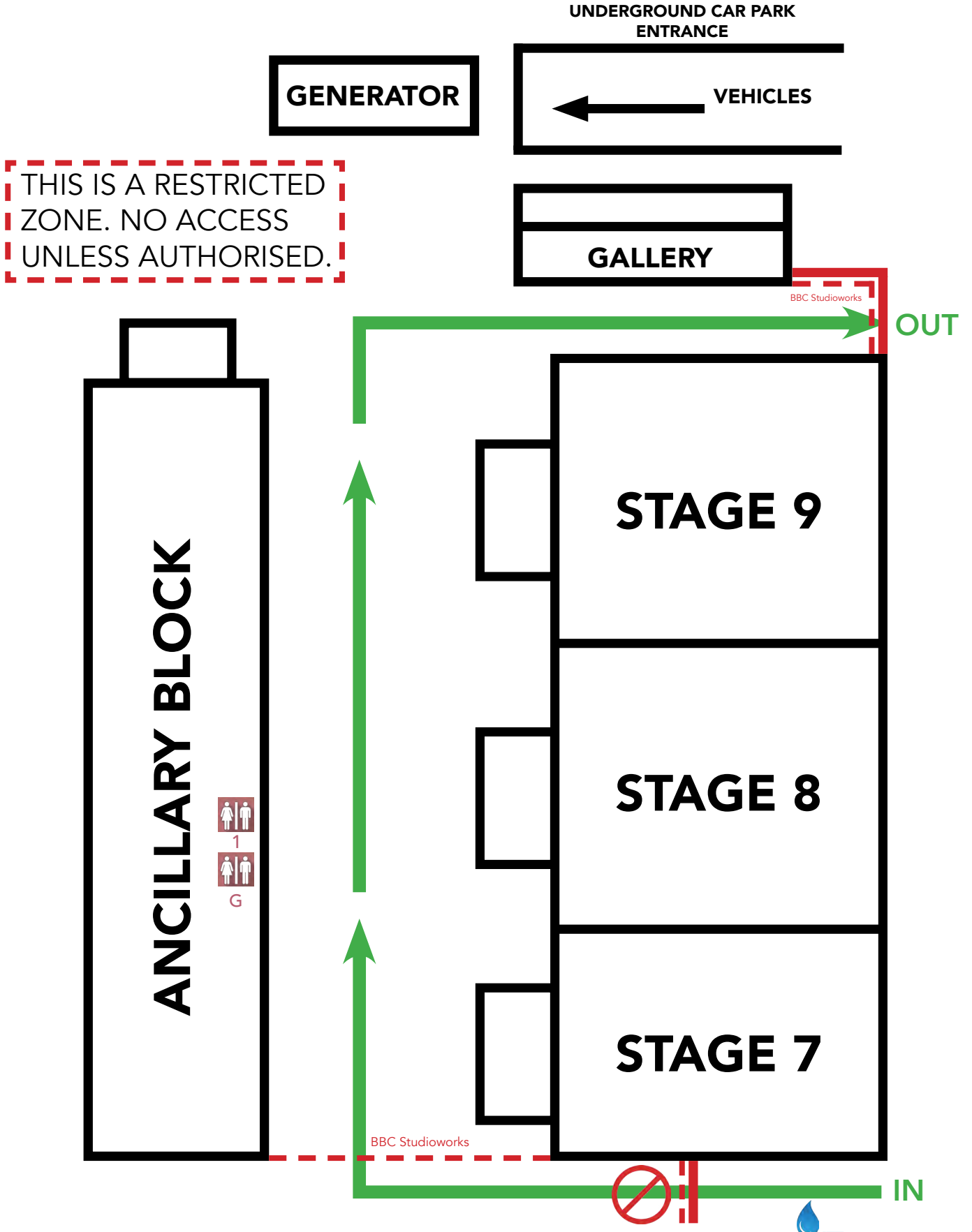
SECOND FLOOR



PLEASE FOLLOW ONE-WAY SYSTEM AT ALL TIMES TO LIMIT CONTACT WITH OTHERS AND ADHERE TO SOCIAL DISTANCING

-  Hand Sanitising Stations
-  Toilets
-  Follow one-way system
-  Restricted Access

ANCILLARY AND PIDGEON ALLEY



Working Safely During COVID-19 in Film and High-end TV Drama Production



Read full document [HERE](#)

Further Useful Guidance

Always follow the latest guidance from UK Government, the Health & Safety Executive (HSE), NHS and Public Health bodies. The following links may be useful:

UK Government	
	Working Safely During Coronavirus (COVID-19) - Guidance for people who work in or run factories, plants and warehouses, including risks, distancing and cleaning.
	Working Safely During Coronavirus (COVID-19) - Guidance for people who work in or run offices, contact centres and similar indoor environments.
	Working Safely During Coronavirus (COVID-19) - Guidance for people who work in or run construction or other outdoor working environments.
	Working Safely During Coronavirus (COVID-19) - Guidance for people who work in or run restaurants offering takeaway or delivery services, including mobile catering.
	Working Safely During Coronavirus (COVID-19) - Guidance for people who work in or run shops, branches, stores or similar environments, including those with fitting rooms.
	COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable - Information for shielding and protecting people defined on medical grounds as extremely vulnerable from COVID-19.
	Staying alert and safe – Guidance on social distancing.
	COVID-19: cleaning in non-healthcare settings – A general guide to decontamination during the coronavirus outbreak.
	Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) – What you need to know and what can help your mental health and wellbeing.
	Coronavirus (COVID-19): safer travel guidance for passengers - Walking, cycling, and travelling in vehicles or on public transport during the COVI outbreak, including air travel.
	Border Control and Entering or Returning to the UK – Including self-isolation (quarantine) requirements.
NHS	
	Check if you have coronavirus symptoms – Main symptoms and self-isolation guidance.
HSE (England, Scotland and Wales)	
	Coronavirus (COVID-19) - Latest information and advice.
Information Commissioner’s Office (ICO)	
	Workplace testing – Guidance for employers on checking whether workers have symptoms of COVID-19 or the virus itself, including GDPR.