

Commercial and production filming protocol

1 Introduction

University Hospital Southampton NHS Foundation Trust is a popular location and requests for filming from various commercial companies and television production companies are received throughout the year.

News and media filming is not part of this policy and is managed separately by the communications team (023 8120 8756 or media@uhs.nhs.uk).

This document outlines the Trust protocol for processing external enquiries and bookings, agreeing charges where appropriate and establishing guidelines for filming at Trust premises.

This filming protocol has been developed in consultation with University Hospital Southampton NHS Foundation Trust's commercial development and communications teams.

2 Filming requests and application procedure

To manage requests for full-scale television productions or commercial filming events the Trust engages the services of commercial team to facilitate the management of the production.

The commercial team will be responsible for collecting the location fee from the licensee, obtaining a signed licence agreement, collating public liability insurance, risk assessments, method statements and health and safety information required from the licensee. The commercial team will facilitate bookings which will be presented to the Trust.

The Trust reviews each submission. We will try to help where we can, but please be aware that during busy times or for clinical reasons we may not be able to accommodate your request.

3 Charges for commercial and production filming

Charges will be levied for any filming or photography at our premises for purposes other than relevant news footage or for UHS's own purposes.

Fees are charged to cover all administration, staff costs and cost of using our location. These are discretionary and further details are available on request from the commercial development team.

If filming does not take place after the initial or secondary recce, a charge of £250 will be incurred.

Any changes to the day or time of filming must be relayed to the commercial team as soon as possible. This should be at least two working days before the original date/time agreed otherwise a 25% cancellation fee will be due.

If filming should take longer than first agreed, the organisation will be invoiced for the additional time incurred. This payment will be due within one week of filming.

4 Use of images and other media

Images and filming must not contravene copyright and must only be published with the permission of the image owner.

In the case of photographs, videos and other media items featuring people, permission to use the media item must be obtained and we would expect any external film-makers to have their own consent forms and processes. Copies should be shared and retained by the trust.

If contracts are awarded to “external” production companies they will be required to waive ownership of copyright and moral rights in the recordings they prepare, although they may still be allowed to retain the right to reproduce the recording by arrangement and special permission from the communications team at UHS.

Filming of a patient who has not given appropriate consent that are accidentally or inadvertently picked up must not be published under any circumstance and, unless detrimental to the care of the subject patient, must be destroyed.

5 Authorisation

Commercial filming requests should be referred to the commercial team, via the Commercial Director-Nael Clarke, via email in the first instance to: (nael.clarke@uhs.nhs.uk), cc. (Nichola.cookson@uhs.nhs.uk) who will manage them in conjunction with clinical teams, care groups and divisions.

Production filming requests should be referred to the communications team (media@uhs.nhs.uk) who will engage the commercial team and, if appropriate, seek opinions and feedback from clinical teams and departments.

The Trust reserves the right to refuse permission for any event for any reason. Filming will only be permitted, for example, if it will not cause undue disturbance to the working life of the Trust and/or the subject matter is not likely to portray the Trust inappropriately or conflict with Trust ethics/opinion.

Filming events may take place throughout the year although account will be taken of the possible impact on the working life of the trust. Generally, filming requests will not be accepted during peak periods.

Filming of individuals may not take place without their express permission; therefore, general filming in public space within the hospital premises or grounds is restricted.

6 Site protocol

The Trust has a standard protocol which all production companies and broadcasters must follow regardless of purpose.

This includes the following:

- Names of all visiting crew members must be submitted before any filming begins
- Security, reception and site team must be notified of filming set to take place on site (internal responsibility of commercial development and communications)
- All visiting crew members must bring their company ID badges AND sign in at main reception upon arrival to obtain trust visitor passes

- Crews must have a key point of contact in any department they are visiting
- Any production crews must have agreed a designated filming area and should not be granted access to any separate/secure areas at any time without confirmation from the relevant trust team that it has been agreed and that the staff working in those areas feel it is appropriate.