

MSD Filming Checklist

FAO: Medical Sciences Departmental Communication Officers and/or any staff contacted by a film company

Updated January 2018



Before filming

- Any company applying to film on University or College premises must hold valid public liability insurance. The amount required varies by location and project, but the [University Insurance Team \(insurance@admin.ox.ac.uk\)](mailto:insurance@admin.ox.ac.uk) advises a minimum of £10 million. Contact your Departmental Administrator and the University Insurance Team to determine amount.
- A full risk assessment should be carried out for each filming occasion. Contact your Departmental or Building Safety Officer. A generic risk assessment is available, which you can amend as required.
- You will be required to complete a [contribution form \(http://www.ox.ac.uk/itunes-u/contribute\)](http://www.ox.ac.uk/itunes-u/contribute) in order to publish onto University website, Apple Podcasts (formally iTunesU) and You Tube.
- You may wish to draw up a contract/filming agreement, including a fee, access requirements/times, logistics, where the production crew can and can't film etc. A generic filming agreement is available for use. Any changes to the agreement should be checked with Legal Services (via the Divisional Communications Manager).
- Consult the appropriate media teams in the University, OUH and Oxford Health NHS Foundation Trust and/or other Trusts/charities (further guidance below and on the *Working with the University of Oxford and Oxford's NHS Foundation Trust media teams* document)
- It is good practice to gain written permission from all staff/students who will be filmed. Written permission MUST be obtained from any patients being filmed or recorded in any way: consult with the OUH/Oxford Health NHS Foundation Trust media teams for more information.
- All staff in the area of filming should be told about the filming *beforehand*, so that they are aware it is taking place, and so they can remove any confidential material and tidy up if needed.
- While engagement with the media is always encouraged, filming that requires a lot of time and/or effort for a small expected effect or audience may not be worth supporting. It can be OK to say no. The University's Public Affairs Directorate can advise if you're not sure.

Filming in OUH NHS Foundation Trust property

- The Trust is private property and any filming on Trust property will require permission from the media office, and an OUH filming agreement may also be required (e.g. filming in public/patient area).
- The Trust media team will need as much notice as possible (at least two days), and may require more information depending on the type/extent of the filming request.
- Depending on the circumstances and the context for the filming, the OUH NHS Foundation Trust media team may need to seek approval from senior clinical managers should filming involve Trust consultants/ doctors/ research nurses etc. and/or patients and/ or take place on Trust/ hospital premises. Try to find out as much information as possible before approaching their team (see questions below).
- Written consent will be needed to film patients and children.

Filming in Oxford Health NHS Foundation Trust

- Please contact the Oxford Health media team (communications.team@oxfordhealth.nhs.uk) as early as possible when you are planning any filming.
- Buildings owned by the Trust are private property, and you may be approached by security/reception/other staff and asked to stop filming if you have not obtained permission.
- Written consent will be needed to film patients and children.

- The team can supply template consent forms, and a completed consent form (scans sent via email are fine) will need to be returned to the team before they can formally grant permission. In some cases, a clinician may also need to counter sign any consent forms.

Questions to consider

- What is the benefit to the organisation?
- Name of company/film/programme
- What do the film company want to film? Is it relevant? Does the message of the film fit with the organisation's corporate messages? Will it enhance your department's aims/reputation? Is it positive/negative?
- Where will the programme be shown/published/broadcast (TV, online etc.)? What are the expected viewing figures? Who is the intended audience?
- What's the time commitment? When the filming is expected to take place? How long do the company estimate the filming will take place?
- How many crew/staff will be attending?
- Will the communications officer or other member of staff be available to escort the crew at all times? (If not, then reschedule the filming so that the film crew are always accompanied)
- Where will the filming take place (e.g. University or Trust/hospital areas etc.?)
- Will it involve patient areas? What consent issues are there?
- Who will be featured in the film (including staff that may be filmed in set-up/background shots etc.)? How will they be informed of this?
- Who will be interviewed? What questions will they be asked?
- Is there scope to view the film before it goes out?
- Do the film company have Public Liability Insurance? And how much is it for?
- If patients are being interviewed, are there interests protected? How will they be portrayed in the film/programme, and do the patients giving consent understand how their photos/recordings will be used?

During filming

- Signs must be put up informing the public and staff that filming will be taking place in the area.
- A member of University staff, preferably the communications officer, should accompany the film crew at all time.
- Only pre-agreed locations and interviews should be filmed.
- Anyone featuring prominently and/or clearly identifiable in the film should sign a consent form giving permission for their image to be used on film (a generic form is available). If children are filmed, a parent or guardian must give written consent and special care should be taken to ensure that the consent form is fully understood.

After filming

- Please notify the Public Affairs Directorate and the Divisional Communications Manager when the film is to be broadcast and, wherever possible, provide them with a copy of or link to the film

Additional resources

- Film Location Agreement (template) – Any media companies (or external third party) requesting permission to film on University premises for their own purposes should be asked to sign this agreement before they carry out any filming (available from Legal Services Office)
- Filming Agreement, available on MSD Communications and Public Engagement SharePoint site (login required) or from Divisional Communications Manager

- Media Consent Form, available on MSD Communications and Public Engagement SharePoint site (login required) or from Divisional Communications Manager
- Risk Assessment Form, available on MSD Communications and Public Engagement SharePoint site (login required) or from Divisional Communications Manager
- Guidelines for Image Consent/Permission, available from the Public Affairs Directorate (PAD)
- [Advice for film companies](http://www.ox.ac.uk/news-and-events/filming-in-oxford) (<http://www.ox.ac.uk/news-and-events/filming-in-oxford>)
- [NDM specific advice](http://www.ndm.ox.ac.uk/create-podcasts) (<http://www.ndm.ox.ac.uk/create-podcasts>)