



## **ALTON TOWERS RESORT – FILMING AND PHOTOGRAPHY** **CONTRACT 2014**

### **Filming/Photography Conditions and** **Health and Safety Information Sheet**

The quality and safety of all our rides and attractions are of the utmost importance and therefore a considerable amount of time and effort is spent on making all visits a safe and fun experience. The Merlin Entertainments Group is the leading name in location based, family entertainment, and has seen the most successful and dynamic growth of any company in the sector over the last five years. The world's No 2 visitor attraction operator, Merlin aims to deliver memorable and rewarding experiences to its 30 million visitors worldwide, through its iconic global and local brands, and the commitment and passion of its managers and 13000 employees.

Due to the complexity of Theme Park operations in the UK, a summary of all main health and safety requirements is set out below:

#### **1. Legal Requirements:**

*Health and Safety at Work (HASAW) Act 1974* –This is the principle Act that applies to all companies and is to ensure that all workers in all occupations are protected by law. Its purpose is to provide one comprehensive integrated system of law, dealing with health, safety and welfare of employees and members of the public who are affected by work activities. The Act is written in very general terms and does not require many specific requirements for managing health and safety at work. Instead, the Act places a general duty on employers to provide safe systems of work that are so far as is reasonably practicable, safe and without risks to health. Your assistance in complying with this legislation is required at all times.

Under the HASAW Act 1974 are many specific Regulations which relate to work activities on site. The principle requirement being to undertake risk assessments to identify 'hazards' and assess the risk under the Management of Health and Safety at Work Regulations 1999.

- The company's health and safety policy is regularly reviewed. The health and safety policy is signed by both the Divisional Director of the Alton Towers Resort, and the CEO of the Merlin Entertainments Group.
- Risk Assessments are undertaken by all departmental Managers with reference to the work activities that they manage. Risk Assessments are reviewed at least annually or if any significant change takes place with regard to a work activity or area of work. Due to the volume of risk assessment documents it is not possible to send these out on an individual basis.

- The Park is covered by Public Liability Insurance. The amount of cover provided by this policy is £10 million.
- The Park is dual enforced by the local Health and Safety Executive and Environmental Health Department.

*Fairgrounds and Amusement Parks – Guidance on Safe Practice HSG 175* – this is the principle guidance for theme parks in the UK. It is industry good practice and is developed by the trade associations in conjunction with the Health and Safety Executive. The guidance develops good practice concerned with the overall safety management of attractions with emphasis on risk assessment, management of safety and the inspection stages known as design review, assessment of conformity to design, initial test and 'in-service annual' inspection for all fairground rides.

## **2. Access to all Resort locations:**

- **Film crews/photographers are only allowed on site under the supervision and accompaniment of a member of the Press Office.**
- Access to any park area is at the express permission of the PR Manager/Press Officer accompanying the film crew/photographer. Specific access requests must be sought from the Press Officer in advance for operational and safety reasons.

## **3. Ride Operational Requirements:**

- Due to the inherent risk associated with operating theme park rides, all personnel associated with filming or photography must adhere to all ride operational requirements regarding safe operation of the rides.
- Personnel associated with filming or photography must not enter any ride area without the permission of the ride operator.
- Filming and/or photography personnel must not get on or off the ride whilst they are in motion and should obey all ride operators instructions at all times. All ride safety announcements and safety procedures must be adhered to at all times.

*There are no exceptions to this policy.*

## **4. Use of Filming and/or Photography Equipment on Rides:**

- Filming and/or photography equipment cannot be attached to any ride or attraction without the express permission of the PR Manager/Press Officer. Due to the inherent risk i.e. forces, speed, motion associated with attaching filming or photography equipment to rides or attractions a minimum notification period of 1 week is required to the PR Manager/Press Officer.
- Details and drawings, i.e. fixing details of how the equipment is to be attached, will be required by the PR Manager/Press Officer. This information has to be submitted to an independent third party inspection engineer for approval prior to attachment to any ride/attraction.
- The use of filming or photography equipment in any other situation on the ride/attraction is at the express permission of the Press Officer.

*There are no exceptions to this policy.*

## **5. Equipment Liability:**

- All filming and/or photography equipment must not be left unattended on park. Equipment should be supervised at all times.

- Please remember we have a very high duty of care to our guests!
- Alton Towers accepts no responsibility for the loss or damage of equipment whilst being used on park.

**6. First Aid Facilities:**

- All incidents must be reported immediately to the PR Manager/Press Officer. The park has a dedicated First Aid Centre, which is operated by a team of suitably trained personnel a number of which also operate as County Ambulance Service first responders both on site and within the local area.

**7. Procedures prior to filming/photographing on park:**

- Please make arrangements for a full recce at least one week prior to filming with one of the Press Office team.
- Music transmitted in different areas of the park may be cut off for short periods of time. This must be requested at the recce.
- The parks operate on a number of radio frequencies – a full list of these can be supplied on request.
- A full filming schedule/shoot list should be provided at the recce or at least one week before filming. If applicable, a copy of the script to be supplied to the Press Office.
- Interviews with any member of Park staff, Management or guests must be requested at the recce.
- **A copy of your public liability insurance document must be supplied 48 hours before filming is due to commence. The insurance must be a minimum of £5 million.**

**8. Procedures during filming/photography:**

- All park signage and ride branding is to be included in the film footage, or a location fee will be charged.\*
- Please respect our paying guests whilst in the park filming.
- Guests must not be approached by the crew – this must only be done through the PR Manager/Press Officer accompanying the crew.

**\*TV and Photo Shoot Charges**

Non-disruptive	£2500.00 for first hour £500.00 for each additional hour
Disruptive	£3500.00 for first hour £750.00 for each additional hour
crew over 8	25% extra
crew over 16	50% extra

**Notes:**

- Non-disruptive – no stopping rides, putting actors on rides, disrupting normal workings of any rides in any way
- Above costs are for filming which do not include Park branding
- Shoots which will show Park branding to be assessed individually
- Above costs are for daytime shoots only

- Shoots outside parking opening times and out of season to be assessed on an individual basis

I have read, understand and agree to the conditions as listed above.

Signed:.....Date:.....

Name:.....

Company Name:.....

Address:.....

.....

.....Postcode:...