

OUTLINE OF SCENARIO AND PROPOSED FILMING

Title 'Cody Plocinski and the Mongolian Bowl'

Pitch : Cody evokes images of Cavalier violence with computer generated destruction. A Female mercenary detective and antichrist of political correctness, more a female Tin Tin with an AK-47 Assault rifle...This is a tongue in cheek spoof Action movie , all army fatigues , explosions and little dialogue. The humour is dry and the mood settings intense, there is no middle ground with Cody just answers.

Scene 1 is to shot in West Wales in the NT Dolaucothi Gold Mine and the Health and Safety Portfolio to follow is for this scene only..

The camera is seen to be following someone walking on their own down in the darkness of the tunnel . You only witness the figure from behind and all you can really make out is the person is wearing a waterproof jacket , hardhat with headlamp and the outline of an automatic rifle (note for filming an imitation fake rifle will be used and all crew informed) You can hear the crunch on the wet shale under foot and the dripping of water is exaggerated on audio. The camera used for this darkness shot we will discuss later. Your vision is focused on what that individuals lamp shines on , you are there in the tunnel with the actor as the walk carries on for 14 seconds.by now she has reached the tunnel entrance and her silhouette is intensified by the outside light (and floodlight used) Second 15 someone shouts loudly " Cody " ..Second16 The headlamp turns straight into your eyes , both startling the viewer but also obscuring the persons face . Second 17 the whole screen goes black and fades into silence . second 18 cut..

Background : Escaping from the rain soaked hills of Wales Cody is bound by honour to retrieve a stolen religious artefact, last known contact a Chinese cook on a cargo ship leaving Constantinople . Many try to help her , many try to stop her , None are trusted. And no one wants to keep score of the body count. To demonstrate the character allow me to give you an insight into scene 2 and the final scene

Scene 2 : We are introduced to Cody as we observe a soaking wet soldier on a route march in the Brecon Beacons in rain cape and hood, when the figure stops to re read the map in the heavy rain , the camera zooms in to reveal as the hood is removed it is actually a woman.

Ongoing Plot : Whenever a scene evolves Cody eating , the audience will notice using strong camera angles, that she often draws from the bottom of her kit bag a small pot of Himalayan Salt and the other Colombian Black Pepper, Her usual reply being a flippant vulgar description of how bad the food is here. This salt and pepper trick will in time re instate her as a real person. It is not till the final end scene does she allow the leading male actor to try some on his food . He cannot get any pepper out and opens the bottom of the cellar to find a small scroll of paper within . She gestures him to look more. Possibly the first time in the movie showing trust.

Final scene : Ideally to be Shot on location , outside a small regional café in Grasse, South of France. The leading Male actor , now in obvious pain with broken ribs and heavy cuts and black eye and broken nose , gently unravels the small scroll of paper. As the camera pans in real close to see a line of hieroglyphics that make no sense.

“What is this ? “

“They are ancient Hebrew symbols , they represent the months of the year, look , this is the sign for March and this for July “

“why is this mark scratched out at the beginning ?”

“oh, that means October ,but the start is missing “

“You are losing me now “

“Not really, you are over thinking this . Look March is the 3rd month of the Western calendar so that means 3. July is the 7th . October is simple , 10 minus the beginning equals 0 , because January would mean 1..”

“So these are just binary numbers ?”

“That’s right 16 numbers known to me and one other , and now You. The code to a very respectable swiss bank safe deposit box in Zurich “

“your going to tell me now that the Bowl is hidden in that safe box ! “

She smiles, revealing her cut lip , and her black eyes previously concealed by sunglasses.

“But Why ? (his voice increasingly becoming enraged) They were going to Kill you for Christs sake “

“The Mongolians are an ancient people and knew they had enemies , but needed them to reveal themselves. They believe Genghis Khan himself drank from the Bowl and only a true enemy would be prepared to steal or kill for it. We had to lure them out.

“But you had the Bowl all the time ! (camera in for close up, highlighting his broken nose and intense stare) You used me ! “

“ I never asked you to come along , these people I trust , I don’t know you “

“That’s unfair !”

Cody shrugs her shoulders and looks away .

In response , he smashes his half filled beer glass down on the table ,with big effect and storms off.

Cody looks at him exit stone faced . the camera zooms in close on her , with bandaged together fingers she simply picks up and drinks her coffee and looks away.

Between these above scenes is an on slaught of gunfire, survival and old city scenes with spoof humour and good camera lighting and angles, with plenty of flash and blur..



The above images depicts the style of clothing the lead actress would normally wear. Ideally, the actress selected in casting should have long brunette hair and be athletically built with a high level of fitness.

<https://youtu.be/xwtH6u1XXjQ>

This video clip I believe could be used as a useful reference.

Risk Assessment Form – Part A

Production Name:	Cody Plocinski and the Mongolian Bowl	Organisation	Gamekeeper Productions
Production Address:	64 Grove Road, Sutton, Surrey	Producer / Editor Tel: Mobile:	Mr Hammond and Mr White 012883736 and 0098877662
Start date	01/12/19 @ 09.00	End date	01/12/19 @ 16.00
Distribution <i>Who gets a copy of the assessment</i>	Executive Manager, Technical Producer, Producer, Location Director, First Aider/Risk Assessor.		
Outline of risk assessment <i>Summary of what is proposed in terms of sequences and set ups.</i>	Filming inside one of the tunnels at NT Dolaucothi Gold Mine. Camera to film from behind solo actor walking in very low visibility from one section to another.		
Team members / experts / contractors / contributors etc. <i>List those involved</i>	(Producer) Mr Brown (Director) Mr White (First Aider and Dynamic Risk Assessor) Mr Pink (Runner) Mr Blue (Camera Operator) Mr Grey (Camera Operator Assistant) Mr Green (Make up) Miss Violet (Actress) Miss Orange (Sound Mixer) Mr Red (Boom Operator) Mr Yellow.		
Locations <i>Outline locations involved – indicate any which are hostile environments</i>	NT Dolaucothi Gold Mine, Pumpsaint, Llanwrda SA19 8US		
Assessor Name Signature	Terence Hammond	Date completed	06/10/19
Authoriser Name (if not Assessor) Signature		Date authorised	

Hazard list – select your hazards from the list below and use these to complete Part B

Situational hazards	Tick	Physical / chemical hazards	Tick	Health hazards	Tick
Assault by person		Contact with cold liquid / vapour		Disease causative agent	
Attack by animal		Contact with cold surface		Infection	
Breathing compressed gas		Contact with hot liquid / vapour		Allergic reaction	
Cold environment	x	Contact with hot surface		Lack of food / water	
Crush by load		Electric shock		Lack of oxygen	
Drowning		Explosive blast		Physical fatigue	
Entanglement in moving machinery		Explosive release of stored pressure		Repetitive action	
High atmospheric pressure		Fire		Static body posture	
Hot environment		Hazardous substance		Stress / anxiety	x
Manual handling	x	Ionizing radiation		Venom poisoning	
Object falling, moving or flying	x	Laser light			
Obstruction / exposed feature		Lightning strike		Environmental hazards	
Sharp object / material		Noise		Litter	
Shot by firearm		Non-ionizing radiation		Nuisance noise / vibration	
Slippery surface	x	Stroboscopic light		Physical damage	
Trap in moving machinery		Vibration		Waste substance released into air	
Trip hazard	x			Waste substance released into soil / water	
Vehicle impact / collision		Managerial / organisational hazards			
Falls from height		Management factors (lack of communication, co-operation, co-ordination and competence)			

Risk matrix – use this to determine risk for each hazard i.e. 'how bad and how likely'

Severity of Harm	Likelihood of Harm				
	Remote e.g. <1 in 1000 chance	Very unlikely e.g. 1 in 200 chance	Unlikely e.g. 1 in 50 chance	Possible e.g. 1 in 10 chance	Likely e.g. >1 in 3 chance
Negligible e.g. small bruise	Trivial	Trivial	Trivial	Low	Low
Slight e.g. small cut, deep bruise	Trivial	Trivial	Low	Low	Medium
Moderate e.g. deep cut, torn muscle	Trivial	Low	Medium	Medium	High
Severe e.g. fracture, loss of consciousness	Low	Medium	High	High	Extremely high
Very Severe e.g. death, permanent disability	Low	Medium	High	Extremely high	Extremely high

Risk Assessment Form – Part B

Activity¹ – Each individual activity you are proposing: Walking along tunnel B at the Dolaucothi Gold Mine			Location – where this activity will take place: The Victorian tunnel – used on the Edward Jones tour @ Dolaucothi Gold Mine, Llanwrda SA19 8US 01558 685177		Dates / times:
Hazards² List what could cause harm from this activity e.g. falls from height, trip hazard, fire, etc.	Who exposed List who might be harmed from this activity e.g. staff, contractors, contributors, public, etc.	Risk³ For each hazard, decide level of risk as if you were to do the activity without your controls	Control measures For each hazard, list the measures you will be taking to minimise the risk identified e.g. appointing competent persons, training received, planning and rehearsals, use of personal protective equipment, provision of first aid, etc.	Risk³ For each hazard, decide level of risk once all your controls are in place	
Cold Environment	Cast and Crew	MEDIUM	It will be winter so we expect bad weather. Although we will be in a tunnel and a roofed area is available to shelter from the rain – staff and kit. It will be cold. All crew and cast must dress for the cold, we can cater for warm drinks before and after.	LOW	
Manual Handling	Cast – No Crew – Yes	MEDIUM	We will have access to the car park close to the tunnel. However, equipment will need to be carried to the tunnel and used inside, we intend to use lightweight equipment but check crew have a full safety briefing before.	LOW	
Objects falling from above	Cast and Crew	MEDIUM	We will be shooting underground in a Victorian tunnel. Therefore everyone without exception must wear a hard hat and headlamp provided on site.	LOW	
Slippery surface	Cast and Crew	HIGH	All crew and cast must wear either walking boots or walking trainers. If not the site provide wellington boots. The floor surface will be wet and dark and this will be raised again at call sheet.	LOW	
Trip Hazard	Cameraman Cast and Crew	EXTREMELY HIGH	We will be filming in the dark, the only main lighting will be the headlamp of the actor, crew will have to turn off their lights during filming. Cameraman will have a gel over his lamp and will wear a support harness that will his aide will hold. The cameraman will need to follow the actor on foot and film in the dark. He will have an aide with him at all time and wear a harness belt. It will be held and supported at all times protecting him and the equipment and we will practice this walk in advance.	MEDIUM	

Continue on separate sheet if necessary

1 – complete separate table for each activity 2 - from hazard list in Part A 3 - from risk matrix in Part A

EMERGENCY PLAN

Local Emergency Services Contact Details:

Hospital : West Wales General Hospital, Glangwili, Dolgwili Road, Carmarthen SA31 2AF

Telephone Number : 01267 235151

Fire Station : Carmarthen Fire Station, Lime Grove Avenue, Carmarthen SA31 1SP

Telephone Number: 0376060699

Police: Carmarthen Police Station, Friars Park, Carmarthen SA31 3AW

Telephone Number: 01267 232000

1. Crew without proper clothing or footwear will not be allowed on site.
2. If the weather changes and a warning is given the shoot may need to be abandoned or rescheduled. A close check and regular up-date both before and during the shoot on the weather is essential.
3. We will have access to the site by vehicle and as this is a National Trust property there is access for an ambulance. We will have a designated first aider as part of our crew who will also be our Dynamic Risk Assessor.
4. We will be using on the day a body double for Cody as being her face will not be seen there is no need to place her at risk.
5. The cameraman is at a medium level of risk to tripping in the dark as his vision will be impaired. Therefore, both he and his Personal Aide will be wearing filter gels over their headlamps and the cameraman a body harness. This is designed so that his Aide can walk with him in the tunnel at all times holding onto the harness to guide and support him. This we intend to practice on several trial runs. However, in case of an emergency a second cameraman can take over so more than one is needed on the shoot.
6. Please note: the Dolaucothi Gold Mine has a defibrillator on site stored at the reception.
7. The Designated - Dynamic Risk Assessor (DRA) for this shoot, will also be First Aide trained and will carry the first aide kit and also act as the Fire Marshall whilst on location, and supervisor any manual handling.

Executive Producer: Mr. T. Hammond Producer: Mr. Brown Director: Mr. White Production Manager: Mr. Grey Production Coordinator: Mr. Indigo 1st Assistant Director: Mr. Sage D.R.A.. Mr. Pink	TITLE Cody Plocinski	DATE: 1-12-19 SHUTTLE INFO: N/A
WEATHER: To be Advised First Aid kit , Defibrillator and fire extinguisher at reception .	CALL TIME 08:30 Check grid for individual call times	LUNCH 12:00

Production Office	Nearest Hospital to Set
UWTSD Carmarthen	West Wales General ,Carmarthen see risk assessment sheet Glangwili, Dolgwili road, Carmarthen 01267 235151

LOCATIONS				
#	Location	Address	Parking	Contact
1	Dolaucothi gold Mines, Pumsaint , Llanwrda.	SA19 8US 01558 685177	Parking on site	Site warden James 01558 685177
Scene and Description			Cast	Pgs
Shot of leading lady from behind walking in the tunnel				
				TOTAL PAGES:

#	Cast	Role	Call Time	Pick Up Time	MU/WD	Set Call
1.	Cody,s Body Double	As above	08.30	07:00		09:00
2.						
3.						

Extras/Background	
Transportation	Minibus to site
Craft – Hot & Ready @	
Cast/Crew Subs	x 00 @ 0000
Catering	Sandwiches for cast and crew of 12 and Hot Drinks arranged for 12:00 Noon
Cast/Crew Lunch	x 00 to be Hot & Ready @ 0000 to be served @ 0000

SET REQUIREMENTS	No alterations needed for set other than lighting (see filming methods)
Props:	Generator and Floodlight required for tunnel entrance
Special Effects:	
Vehicles:	
Wardrobe:	see moodboard and liase with Director
Makeup:	
Set Dressing:	
Animal Wrangler:	
Stunts:	

Producer mr Hammond NAME PHONE NUMBER 077777745577	Producer Mr Brown NAME PHONE NUMBER 077655433455	Production Manager Mr.White NAME PHONE NUMBER 076488643322	Production Coordinator NAME Mr.Green PHONE NUMBER 088865321	1st Assistant Director NAME Mr..Blue PHONE NUMBER 0654357888
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Advanced Schedule Day x of x 00-00-00		
Scene and Description	Cast	Pages
Scene One ,,, we will be filming Cody's Body Double in costume with a Replica automatic rifle , filmed from behind using more than one camera angle . she will be walking in the tunnel in darkness with only her headlamp for light . We intend to catch the images her headlamp creates and her profile as a silhouette. The tunnel exit will have a floodlight shining into it so we can also go for a reverse walk out of the tunnel and catch her silhouette as the name Cody is shouted out and she turns to face the voice and the camera , her face will be blurred by the floodlight and her headlamp. Space will be limited in the tunnel and we will at times be working in the dark , we will attempt various camera angles for the same shot . All crew must be clothed properly for bad weather and appropriate footwear before entering the location as well as wearing the correct PPE as provided by the NT Gold Mine. The DRA will be present at all time and will keep a regular update on the weather. We all need to be mindful of tripping or falling in the dark especially the cameraman who will have an aide to help support and guide him. If necessary we can use the assistant cameraman to continue filming if a problem occurs.		

DEPT	NAME	IN	DEPT	NAME	IN
PRODUCTION			ART DEPT		
Producer	Mr.A	X	Production Designer	N/A	
Producer	Mr.N	Y	Art Department	N/A	
Director	MR.G	Y	Art Department	N/A	
Production Manager	Mr.K	Y	HAIR/MAKEUP/WARDROBE		
Production Coordinator	Mr.I	y	Key	MISS .D	Y
Production Assistant	Mrs.j	x	Assistant	N/A	
Production Assistant	Miss.D	Y	Assistant	N/A	
AD'S			CONTINUITY		
1 st Assistant Director	MR.L	X	Script Supervisor	MR.T	X
2 nd Assistant Director	Mr.Q	Y	LOCATIONS		
3 rd Assistant Director	N/A		Locations Manager	MR H	Y
CAMERA DEPT			SOUND		
Director of Photography	MR.P	X	Production Sound Mixer	MR.D	Y
1st Assistant Camera	MR.G	Y	Boom Operator	MR.A	Y
2nd Assistant Camera	MR.S	Y	STUNTS		
Camera Trainee	N/A		Stunt Coordinator		N/A
GRIP & ELECTRIC DEPT			CATERING/CRAFT		
Key Grip	MR.K	Y	Catering	ARRANGED ON SITE	N/A
Best Boy Grip	MR.S	Y	Craft		N/A
Grip	N/A		DRIVERS		
Gaffer	N/A		Driver Coordinator	MR.W	X
Best Boy Electric	MR.E	Y	Driver	MR.J	Y
Electric	N/A		Driver		
Swing	N/A		Driver		

Producer NAME PHONE NUMBER	Producer NAME PHONE NUMBER	Production Manager NAME PHONE NUMBER	Production Coordinator NAME PHONE NUMBER	1st Assistant Director NAME PHONE NUMBER
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DYNAMIC RISK ASSESSMENT

In accordance with Gamekeeper Production Protocol each film shoot will have its own designated Dynamic Risk Assessor. In most cases Gamekeeper Productions will use Mr Pink as their ongoing risk assessor who will also double up as First Aider, Fire Marshall and Mental Health Counsellor and driver. The Dynamic Risk Assessor to be known as DRA will always be on site during filming and always be in attendance at roll call to give briefing if required. The DRA will be monitoring the weather both before and during this shoot and be monitoring the health and safety underground as required.

The DRA's role is essential at all stages of filming and therefore if Mr Pink is unavailable or ill the Producer will take over the DRA's responsibility or assign a substitute. The list of daily responsibilities are as follows:

1. Monitoring of the weather both before and during filming.
2. The health and welfare of cast and crew ongoing.
3. The safety of any equipment to be used.
4. The compliance of health and safety with any Contractors
5. The assessment before shooting of any given filming location
6. The mental wellbeing and if appropriate counselling of any cast and crew that arise from problems during filming.
7. The briefing for cast and crew regarding fire exits and evacuations
8. The monitoring of the safety of the set and on going fire safety.
9. The continuous monitoring of gangway clearance during shooting
10. The training of all new staff with manual handling and first aid.

However, the most important role the DRA is responsible for is to assess and react accordingly as situations develop on the day and therefore forcing change to occur when necessary. This will ensure the ongoing health and safety of the cast and crew and encourage professionalism on all film locations.

Being as filming is to be underground it is the DRA's responsibility to thoroughly check the tunnel on foot with a member of the NT on the day before filming and again on the day of the shoot.

FILMING METHODS

Equipment to be used as follows:-

Cameras to be used

Sony A7s mark 2

Panasonic S1H

Field Recorder

H4N

H6

Generator

Flood lights

Position and location of cameras and crew and the ideal shots required are outlined in the film scenario treatment.

PARTICIPANT FITNESS REVIEW

We will be using the BBC Safety level of Contributor – fitness – to – participate – table for each scene as required.

Scene one

Cast: Cody Polcinski's body double would need to be assessed on a level 3 standard of fitness.

Crew: would need to be assessed on a level 1 standard of fitness.

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LOCATION REVIEW

Please refer to the National Trust Dolaucothi Gold Mines Access Statement for a full and in-depth location review.

Dolaucothi Gold Mines Access Statement

Dolaucothi Gold Mines

Pumsaint
Llanwrda
SA19 8US

01558 685177



Introduction

Dolaucothi Gold Mines sits in the heart of the Cothi Valley where gold was mined from the hills more than 2000 years ago. The mine yard sits at the bottom of one of our largest workings, a large open cast pit. The mine yard is situated above the car park with an 80m tarmacked sloped 1:7 driveway connecting the two. With ramped entrances to the Welcome Centre, Shop, Café and Kitting up shed.

Mobile phone reception on the mine yard is poor, with best reception under the head frame or on higher levels of the site.

Assistance dogs are welcome on the whole of the site and on tours, but must be declared when booking onto tours.

Dogs are welcome everywhere on site, including Shop and Café, and can be accommodated on some guided Roman Tours. They can also be taken on all self-led audio tours and estate walks. Water bowls are provided on the Welcome Centre veranda and at the Café. There is a dog waste bin next to the gated entrance to the car park.

Access to our main Victorian and Roman tours are via a number of steep steps and slopes. Stout enclosed footwear is essential for visitor safety and comfort. There are low headspaces underground and it is essential that all visitors wear a hard hat.

Wheelchair access is permitted on the Edward Jones Tour. The surface is tarmac underground and access to the mine is across loose chippings in the mine yard. The turning space at the back of the mine is fairly limited.

Arrival & Parking Facilities

Dolaucothi Gold Mines is sign posted (Brown signs) from the A482 and is also sign posted from the A40. From the car park visitors are sign posted to the Welcome Centre/Mine Office.

There is a drop off point for disabled visitors next to the Welcome centre with a turning point. Visitors are not permitted to drive into the mine yard during opening hours.

There are 4 disabled parking spaces in the main car park. There are also 2 parking spaces outside the Welcome Centre. The main car park including the disabled parking area is gravel

and chippings. The overflow car park situated across the lane from the main car park also has gravel and chipping surface.

There are no transfer vehicles available at Dolaucothi.

On the sheltered area next to the Café there is a wheelchair picnic bench.

WCs

To the rear of the Welcome Centre we have disabled toilets with alarm cord, handrails and space to turn a wheelchair around.

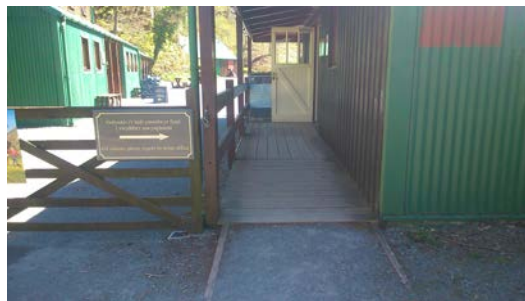
Entrance doorway is 840mm wide and the disabled doorway is 990mm wide with the door opening out into the corridor. There are no adult changing facilities but baby changing is available in the disabled toilets.

All toilets have tiled floors and ceiling mounted automatic lights triggered by movement. There are also natural light sources available through the windows.

Ladies and Men's toilets doorways are 760mm wide. The men's toilet has an automatic hand drier. Paper towels are available in the ladies and disabled toilets.

There are no other toilets available to visitors on the site or underground.

Visitor Reception



The entrance to the Welcome Centre is up a non-slip ramp onto a wooden veranda. The entrance door is on the right and opens outwards. The door is not power assisted, but staff are always on hand to assist with opening the door. The door is 865mm wide and has a hook on it to hold it open during warm weather.

The flooring through the Welcome Centre is a hard wearing corded carpet.

The reception desk is 1070mm high with a lower section of 850mm and also a table and 2 chairs used for membership recruitment or any other purpose necessary.

In the Welcome Centre, there is a tactile model of the Dolaucothi estate and walks.

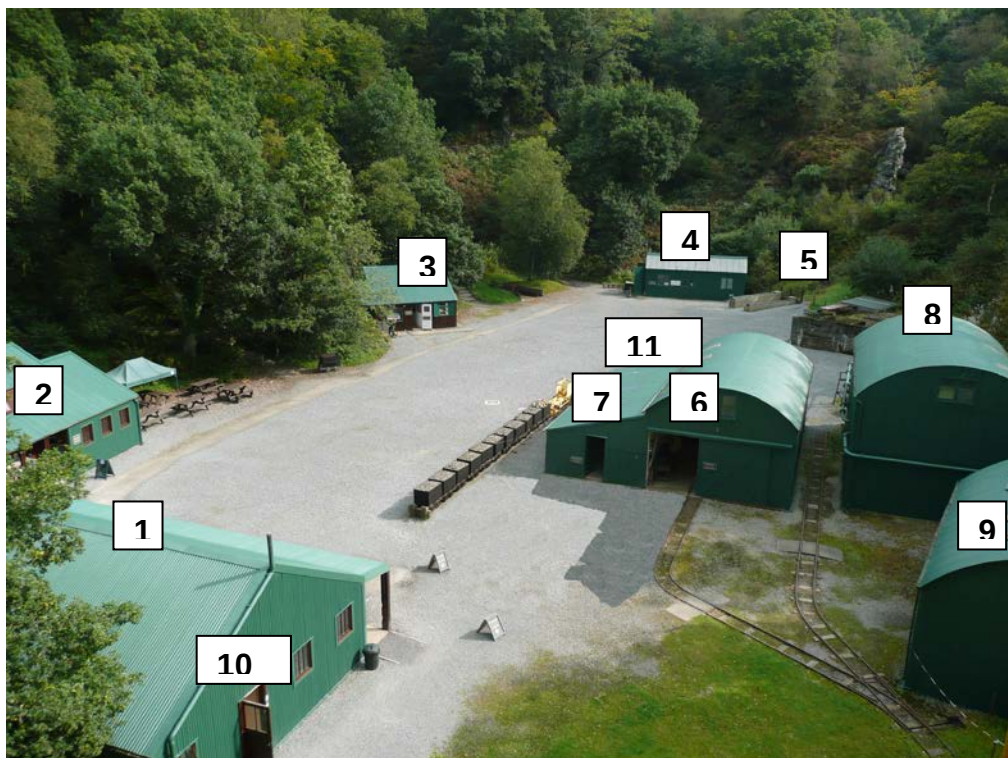
The Welcome Centre is bright and airy and lit by LED lights with additional light coming in from the doorways and 3 windows letting in natural light.

The exit doorway onto the mine yard is 890mm wide

There are induction loops on site. No member of staff is trained in British Sign Language. There are adequate levels of light for lip reading and the till has a visual display.

There are no wheelchair or mobility scooters available at Dolaucothi for hire.

Mine Yard



Allwedd/Key

1	Derbynfa ymwelwyr	1	Visitor Centre
2	Siop a caffi	2	Shop and Café
3	Ystafell Staff	3	Staff Room
4	Gweithdy hyfforddi'r mwyngloddwyr	4	Miner's Training Workshop
5	Golchi am aur	5	Gold Panning
6	Gweithdy	6	Workshop
7	Sied Wisgo	7	Kitting Up Shed
8	Sied Cywasgyr	8	Compressor Shed
9	Sied Car Dirwyn	9	Winding Gear Shed
10	Toiledau	10	Toilets
11	Ystafell profi'r aur	11	Gold Assay Room

The Welcome Centre exits onto the mine yard. On the veranda is a map of the mine yard with the buildings and Gold Panning area marked.

The mine yard is mainly a gravelled surface with an area of grass under the Headframe. Pathways are swept for ease of access for wheelchairs and push chairs, however there are some deeper areas of gravel that cause some difficulty for wheelchairs and mobility scooters.

There are a number of 'dram tracks' around the mine yard with concrete ramp crossing points.

Booking for tours is required at the Lamp Room window. The height of the sill is 170mm high. Tour guides are able to go to the visitors to better explain the tours.

Entrance to the Kitting Up Shed is at the same level as the mine yard through an 845mm doorway, the exit has a non-slip ramp onto the mine yard through a 900mm doorway.

There is a large doorway in excess of 2m to the Workshop with a 50mm step. There is audio in this building which is quite loud but within acceptable levels. The audio can be switched on and off easily by visitors and is part of the machinery interpretation. An old phone is also part of the interpretation and can be listened to via the handset or on speaker.

A large step over 230mm is in the entrance way into the Winding Shed with no disabled access. There is also a 100mm step into the assay office and access to the Miners Training Room and Compressor Shed is at the same level as the mine yard, both have entrance doorways in excess of 2m. The doors to all buildings on the mine yard are always open during opening hours.

All the Mine yard buildings are corrugated iron sheeting and have concrete flooring with the exception of the Assay Office which has a wooden floor. All the buildings have adequate turning space for a wheelchair.

The buildings are lit either by a hanging bulb or fluorescent strip lights. Natural light comes in from the doorways and windows.

There is usually a member of the Tour Guiding team or Volunteers available on the mine yard, however there may be times during the day such as lunch time where there are no staff on the mine yard. There are staff in the Welcome centre, Shop and Café throughout the day and Tour guides and Welcome Centre staff are in radio contact.

There are audio guides available for the Roman tour

There are no restrictions to mobility scooters or wheelchairs other than access.

There are a number of seating areas. Wooden picnic benches and benches on grass areas next to the Head frame. Wooden benches on the veranda at the Welcome Centre, outside the Shop, Café and at the Gold Panning area. There is also some seating near the Miners Training Room and Staff Room.

Gold Panning

The Gold Panning troughs sit on an area of gravel/duff on the mine yard. This area is outside and has no electrical lighting. There are a number of benches around the panning area. There are 2 troughs. The lower is 500mm high and accessible for small children and wheelchair users. The taller trough is 860mm high. There is a board giving written instructions and illustrations of how to pan for gold. Tour Guides/Volunteers are available to give demonstrations and assist with panning.



Catering

Access to the Café is up a small ramp onto a veranda with a right turn to a non-power assisted door of 850mm. The door opens inwards and is open during warmer weather and staff are on hand to assist. The floor is tiled. The room is lit by LED lights and a strip light above the food preparation area. Natural light comes in through 3 windows in the seating area, with additional light through a single window in the serving area. The entry doorway and the double doors leading out into the sheltered seating area also have glass panels to let in light.

The Café may be loud especially when busy and staff are preparing food using machines. Most food preparation is done during quieter times or when the Café is empty.

The counter height is 870mm high, staff are able to go around the side of the counter to take orders. Staff are available to assist with service and carry trays.

Visitors can sit at vacant tables and chairs if they are unable to stand to queue.

Circulation space between tables and chairs is quite limited. Staff are on hand to assist.

Till has an induction loop

Menus are available in standard print and straws are always available

Retail

The retail shop is up a small ramp onto a veranda with a left turn to the non-power assisted door of 850mm. The door opens inwards and is open during warmer weather and staff are on hand to assist. The floor is tiled. The room is lit by LED lights and display cabinets are also lit. Natural light comes in from 3 windows and the doorways. The shop is a fairly quiet space with some staff choosing to play music quietly.

The counter is 940mm high and the staff are on the shop floor to assist with purchases.

There are no seating areas in the shop, but staff can provide a chair if required. There is room to move a wheelchair around the shop to access all the display stands.

There are inductions loops. Tills have a visual display.

Staff are on hand to assist with getting items for visitors and giving them information such as pricing.

Exit from the property is through the Shop. The doorway 146cm wide that leads to a non-slip ramp.



Underground mine workings

Underground mine workings are only accessible on a guided tour. Visitors must book onto the tours with the tour guides. The tour guides will explain about the route and what an underground tour entails. All visitors are required to wear a hard hat. Kitting up for tours takes place in the Kitting-up Shed.

The **Mitchell Mine Tour** (Victorian Tour) is approximately a one hour walking tour and involves crossing the gravelled mine yard and climbing 38 steps without handrails onto the Drovers road. This old roadway has bedrock shale and quartz surface and can be slippery when wet. The tour guides will point out any hazards on route. The tour leaves the Drovers road through a wooden gateway that the tour guide will open onto a gravelled path. The path leads to a mine opening.



The Victorian tunnel is gated and padlocked. The tour guides hold the keys and will explain to visitors about the low head height and drainage channel that runs through the mine. There is no lighting, each visitor wears a lamp with a battery for light. The mine floor is made up of bedrock and chippings and runs slightly uphill on a gentle gradient. The exit from the mine involves 39 steps, some cut out of rock and others made of wood. This route out of the mine is optional and another guide will be in the mine to escort those who choose not to climb the steps.

The route back to the mine yard involves 84 steps. There is a handrail on the left of the steps that terminates before the mine yard leaving 5 steps with no handrail.

The **Roman tour** is approximately a one hour walking tour and involves walking across the gravelled mine yard and crossing the tram lines, then up 30 steps with a sloped footpath, through a pedestrian gate. The tour crosses the road (quiet country lane) and makes its way up a track after passing through a wooden gateway. Tour guides open gates and supervise visitors crossing the road and will give a warning if a vehicle is passing. The path is wide enough to comfortably walk two abreast and the surface is earth and grass, the gradient is sloped upwards. There are a number of interpretation panels with text and illustrations. The route through the mine has low head height in places and is wide enough to walk two abreast. The surface is bedrock and

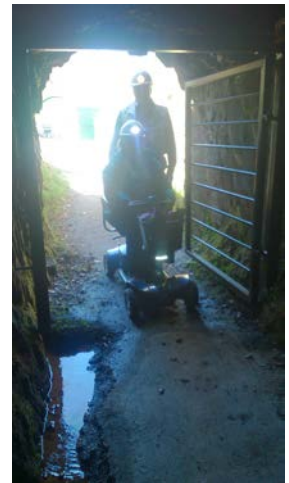


gravel. The mine is lit by electric light and tour guides carry a lamp. The exit is up a metal staircase. The tour route continues along countryside footpaths and steps to a tarmac driveway, this driveway leads to a country lane. The tour guides will ask visitors to walk on the right-hand-side of the roadway and will give a warning of oncoming traffic. The tour route then descends back down the 30 steps with sloped footpath to the mine yard.



The **Edward Jones Tour** is approximately 30mins long and involves making our way from the kitting up shed across the gravelled mine yard to the entrance of a Victorian mine, Long Adit. The Victorian tunnel is gated and padlocked. The tour guides hold the keys and will explain to visitors about the low head height and drainage channel that runs through the mine. There is no lighting, each visitor wears a lamp with a battery for light. The mine floor is tarmac and runs slightly uphill on a gentle gradient. There is a small turning space towards the end of the mine as visitors exit the mine the same way as they came in.

All tours finish with de-kitting in the kitting up shed.



Contact details for more information

Donna Sharp

Dolaucothi Operations Manager

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Date June 2019

SAFETY REVIEW BASED ON INITIAL RISK ASSESSMENT

After reviewing the initial risk assessment the Production Team in cooperation with the DRA have decided to implement the following three changes to scene one.

1. The leading lady is to be replaced for this scene by her body double. Her face will not be in focus and therefore it is unnecessary to place the leading lady at risk.
2. There will be two cameramen required on the day and an assistant. This is a safety measure put in place in case the first cameraman incurs a minor injury during filming as we will be filming in the dark, cameraman number two can take over.
3. In addition to monitoring the weather before the shoot the DRA will be required to receive regular meteorological reports during the day and be advised of any adverse weather warnings issued. In an extreme situation the DRA has the right to stop or postpone the film shoot.

List of Control Measures

Control measure	Tick when completed:
Adverse weather conditions: Check weather updates as a severe weather warning could cause flooding and abandoning the shoot.	
Uneven/muddy terrain: All cast and crew to wear appropriate footwear. It is noted the NT supply wellington boots in the kit room.	
Cold weather: Due to the shoot being underground it will be necessary for all cast and crew to wear appropriate warm clothing. Clean and dry blankets can be provided for crew if required.	
Personal wellbeing : The site has been contracted to provide sandwiches and hot drinks when required.	
PPE All cast and crew must wear the PPE provided by the NT to include hard hat and headlamp. The cast to have her own headlamp for the scene.	
Manual handling: A suitable van for transport of equipment is to be provided and a sack trolley for the generator and flood light.	
Crew's ongoing safety: All unsafe areas to be roped off and walkie talkies issued to crew team leaders.	

As part of the commissioning process broadcasters review the health and safety arrangements of independent production companies. This questionnaire forms the basis of this review, although it is possible that you will be asked subsequent questions, particularly if you are being commissioned to produce higher risk content or if the Commissioner wants to gather further information. Once approved, your safety vetting approval is valid for a period of 3 years. Information provided on this questionnaire may be shared with other broadcasters who participate in the shared vetting process (which includes BBC, Channel 4, ITV, Sky, S4C).

Guidance on completing the form is given in notes which accompany the questions sets (blue shaded boxes). All answers should be given in the grey text boxes. You can send us the completed form as a pdf file.

Company Details

Company name (in full)	Gamekeeper Productions	
Name of parent company (if applicable)	Gamekeeper Tours	
Company address	October House, Reigate Road, Hookwood, Nr.Horley , Surrey . RH6 0AU	
Number of employees	12	
Please indicate (Y/N) the nature of the production commissions which you wish to be considered for within the next three years: <i>Please answer all questions</i>	Radio Yes TV Yes	
	Low-Medium risk i.e. non-hostile locations, ready access to emergency services, non-inflammatory subject matter	Yes
	High risk: i.e. hostile and/or remote locations, undercover stories, highly sensitive subject material, etc.	No
Low-Medium risk Radio productions – answer all questions excepting: 4, 5, 7, 10		
Low-Medium risk TV productions – answer all questions excepting: 7, 10		
High risk productions – answer all questions		
Have you been safety vetted by another broadcaster within the previous 3 yrs? <i>(if 'yes', please state who/when)</i>	Yes BBC Wales , March 2019 when filming short documentary for The Mansel Arms , Drefach, Carmarthenshire, Winner of CAMERA Welsh Pub of the Year.	
Name of person completing this form	Terence I Hammond	
Job title	Producer and Location Scout	
Date completed	08-10-19	
Declaration: By submitting this form you declare that, to the best of your knowledge, the information is true and accurate; and that you will inform the commissioning company of all changes that significantly alter the information provided.		

Health and Safety Management

1. Do you have a Company H&S Policy? <i>(If "yes", please attach)</i>	Yes
<i>It is a legal requirement for companies employing 5 or more people to have a written health and safety policy in place. You can write it for yourselves, obtain it from your source of H&S Assistance (see below) or customise an established one (e.g. from PACT or your parent company). The policy should specify who is responsible for health and safety at managerial and day-to-day levels, what arrangements are in place to manage safety and the emergency procedures you have.</i>	
2. Who is ultimately responsible for health and safety in your company?	Name and job title: Terence I Hammond (Producer)
<i>A single individual should take overall responsibility for making sure the company's health and safety obligations are met and any issues are addressed. The responsible person should be an employee with influence within the organisation and is generally a Managing Director, Chief Executive, or other Director / board member. It should not be a person who makes day-to-day decisions about safety.</i>	

Health and Safety Assistance

3. Where do you go for H&S advice and support?	Company: Health and Safety Executive Contact name: consultant to be chosen on film type and location Contact details: contactable via the HSE
4. Please confirm that they meet IOSH accredited competence criteria : <i>(If not, please specify what safety competency they do hold)</i>	Only accredited IOSH members to be used.

Your company needs to have someone to go to for [Health and Safety Assistance](#). This person might be a sole trader, an employee of a consulting company, or could be one of your own employees. To be considered sufficiently competent to act in this role, they need hold a relevant and accredited health and safety qualification, sufficient to enable them to be on the [Occupational Safety and Health Consultants Register](#) (OSHCR) and/or achieve [Grad IOSH membership](#) status (or better).

5. Please confirm that your source of H&S Assistance is appropriately insured? Yes

Those who provide professional safety advice need hold Public Liability insurance (PLI) and Professional Indemnity insurance cover. As a guide, £1m Professional Indemnity or £3m PLI would be an acceptable level of insurance for a production with standard risks.

Health and Safety Competence

6. What core safety training does your company set for those in positions of responsibility on productions? (Please describe any mandatory courses, who needs to complete them and how often)	Gamekeeper Productions have a mandatory Annual Health and safety training course using external trainers, who will both recap on what happened last year and what new changes and guidelines need to be set in place for the coming year. Additionally, there will be a full health and safety review for all cast and crew prior to the start of each new shoot or production.
7. What safety training does your company set for those working in 'high risk' situations? (Please describe any mandatory courses, who needs to complete them and how often)	Specialist training provided by consultants when filming in high risk situations such as ROSPA or equivalent.
All production staff should receive H&S training appropriate to their role. ScreenSkills offer bursaries for a number of H&S training courses. Those on productions who are in a position of responsibility for the safety of others and who have completed a Production Safety Passport (PSP) accredited course (such as 'Safe Management of Production') within the previous 5 years, will be considered suitably competent by the main broadcasters and PACT members. Alternative training courses will also be considered, including IOSH's Working Safely and Managing Safely .	
8. Please outline your procedures for engaging and managing contractors / sole traders on productions?	All employees and contractors must follow Best Practice Guidance equally. On obligation under the Health and Safety Executive Regulations. Briefing and where necessary training will be provided to all contractors /sole traders used on productions. We have a duty of care to all contractors and a duty to communicate and carry out on going risk assessments.

Risk Assessment

9. Please confirm you have attached a copy of a recently completed (i.e. < 6 months old) production risk assessment form of yours?	Confirmed
10. Please describe the sign-off procedure for risk assessments involving 'high risk' activities?	Risk Assessment by specialist Consultants at Pre-Production and report provided. If recommended consultants to be present on location during a high risk activity.
<i>Risk assessment is the cornerstone of health and safety management and it should form the basis of your company's health and safety procedures as well as providing a structured way of looking at workplace hazards on production. Risk assessments should be completed by somebody who is knowledgeable in the process and understands the hazards associated with the task in hand.</i>	

Accidents / incidents and Enforcement Action

11. Outline your procedures for reporting and investigating serious accidents on productions ?	Accident book to be maintained and all accidents to be reported to the HSE and Police as required under HSE regulations.
12. Outline any RIDDOR 'reportable' you have had in the previous 12 months, and the learning points you drew from these?	None reported in last 12 months.
13. Outline any enforcement action that has been taken against your company by the HSE or a Local Authority within the previous 3 yrs?	None
Accident reporting can be done via an internal paper or online form, or by using the HSE BL510 accident book. Your procedure should include responsibility for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	

Health and safety policy

This is the statement of general policy and arrangements for: Gamekeeper Productions (Name of company)		
Terence Hammond Producer (Name of Employer/Senior manager) has overall and final responsibility for health and safety		
MR. Pink Dynamic Risk Assessor (Member of staff) has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace	Mr. Pink	It will be the duty of the Dynamic Risk Assessor to install a company ethos whereby All crew members and contractors feel responsible to other members and report back dangers as they arise and deal with issues immediately. The DRA will co ordinate an ongoing training practice, arrange first aid training, manual handling training and also act as Fire Marshall.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Mr. Pink	The DRA will need to be present on all filming days and if unavailable due to ill health etc the producer or nominated other will be present. The DRA will be included to add necessary update information on the daily call sheet so his/her presence is mandatory at these meetings.
Engage and consult with employees on day-to-day health and safety conditions	Mr. Pink	Prior or after the daily roll call meeting the DRA will be available for one to one communication.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Mr. Pink	The designated DRA of the day will inform crew of Fire Alarm procedures, evacuation and meeting points, point out fire exits and if there is a defibulator on site and where the first aid is to be kept.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Mr..Pink	All equipment and machinery needs to be inspected to ensure safety with ongoing HSE requirements. Therefore the DRA will keep a record of all ongoing checks.

Signed: * (Employer)	Terence Hammond	Date:	12-10-19
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Reception
First-aid box is located:	Reception
Accident book is located:	Reception

Risk assessment

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: Gamekeeper Productions

Date of risk assessment: 11-10-19

This Risk Assessment form is for use both on company premises and external location shoots.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills. Arrange for loose carpet tile on second floor to be repaired/replaced.	All staff, supervisor to monitor Manager	From now on xx/xx/xx	xx/xx/xx xx/xx/xx
First Aide	Staff and public	Ongoing Annual first aide training for all staff	Staff to be aware of where the first aide kit is kept and the address of the nearest A and E ward	All staff	Annual training .	
Fire alarm	Staff and public	There is a monthly fire drill carried out and briefings on locations	Check and confirm fire extinguishers are maintained and located accordingly.	DRA	Monthly drill	
Manual handling	Staff and crew	All staff are encouraged to help so all members will be trained by the DRA on manual handling on recruitment	If any team member feels that their health will prevent them from helping with manual handling they should inform the DRA immediately	All staff	On recruitment	
Adverse Weather	Crew and cast	The Producer, Director and DRA WILL Monitor the weather daily whenever an outside assignment or shoot is planned.	If Adverse weather is forecast, the DRA needs to monitor the weather more frequently . all crew must have access to fresh water and appropriate clothing and footwear a mandatory requirement when on location	Cast and crew	When on location	*Hint, tab here for new row*

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

ACCIDENT REPORT FORM

Please Note: Any serious accident must without exception be reported to the Health and Safety Executive and if necessary the Police

Accident date:	1 st March 2018
Accident time:	13.00
Reported date:	1 st March 2018
Reported time:	13.45
Details of accident:	The location scout tripped and fell whilst surveying a new footpath which was very overgrown.
Where did accident happen:	Mynydd Mawr Woodland Park, Lower Tumble.
Injured Party :	Mr T Hammond – Location Scout
Home Address:	74 Heol y Dre, Burry Port, Llanelli
Telephone number:	07772514361
Details of injury	Torn ligaments to left knee
Treatment given	Taken to Prince Philip Minor Injuries and was referred for Xrays and physio therapy treatment. Period of rest imposed by his GP
Form completed by	Mr Scarlet
Date:	1 st March 2018

THE TASKS: Do they involve

Holding loads away from the trunk?	y ☐ n ☐	NO
twisting?	y ☐ n ☐	NO
stooping?	y ☐ n ☐	NO
reaching upwards?	y ☐ n ☐	YES – loading and unloading of the vehicle will require a two man lift.
large vertical movements?	y ☐ n ☐	NO
long carrying distances?	y ☐ n ☐	YES – trolleys will be provided to carry equipment from vehicle to location.
strenuous pushing or pulling?	y ☐ n ☐	NO
unpredictable movement of loads?	y ☐ n ☐	NO
repetitive movements?	y ☐ n ☐	NO
insufficient rest & recovery periods?	y ☐ n ☐	NO
a work rate imposed by a process?	y ☐ n ☐	NO

THE LOADS: are they

heavy?	y ☐ n ☐	NO
bulky/unwieldy?	y ☐ n ☐	NO
difficult to grasp?	y ☐ n ☐	NO
unstable or unpredictable?	y ☐ n ☐	NO
intrinsically hazardous (sharp edges etc.)	y ☐ n ☐	NO
The environment: are there	y ☐ n ☐	
constraints on posture	y ☐ n ☐	YES – shooting underground crew have been briefed.
poor floors?	y ☐ n ☐	Yes – appropriate footwear essential
uneven surfaces?	y ☐ n ☐	YES – see above
hot, cold or humid conditions?	y ☐ n ☐	YES – appropriate clothing required
strong air movements?	y ☐ n ☐	NO
poor lighting conditions?	y ☐ n ☐	YES – PPE and hard hats and headlamps provided.

THE INDIVIDUALS: does the job require

require unusual capabilities?	y ☐ n ☐	no
hazard those with health problems?	y ☐ n ☐	no
hazard pregnant workers or nursing mothers?	y ☐ n ☐	YES – site not suitable for pregnant workers
require special training or information?	y ☐ n ☐	NO

OTHERS:

Does PPE interfere with any aspect of the task?	y ☐ n ☐	NO
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TOTALS:

The totals of YES & NO answers should guide you in your evaluation of risk, the more YES answers the higher the risk.

Is the risk adequately controlled?		y ☐ n ☐		YES	
ASSESSOR	MR PINK DRA			DATE	12.10.19

Personal information collected for the purposes of risk assessment will be used to identify those at risk, and those involved in controlling risk, from this or similar activities and to fulfil the BBC's obligations under Health and Safety policy and legislation. It will be retained for up to 6 years after the expiry of the activity. It may be shared with other organisations, including our agents and contractors, with whom the risk or the control of risk is shared.

ON THE DAY OF FILMING DO ANY OF THE TASKS ABOVE INVOLVE ?