

THE LADY OF THE LAKE

Celtic Productions in conjunction with S4C presents a version of the Welsh Folklore story primarily for use by Schools and as part of a series of WelshFolklore tales

The story of the Lady of the Lake is based at Llyn y Fan in the Black Mountains and is a very famous story which not only tells the story of the lady but also her children who become known as the Physicians of Myddfai. This adaptation will not only tell the story of the Lady of the Lake but will after she returns to the lake follow her sons as they grow up and become physicians of the Royal Court.

Background story:

A Carmarthenshire farmer (Gwyn) sees a beautiful woman (Nelfrech) sitting on a rock in Llyn y Fan Fach. There are many different versions that slightly change the story a little but in this production it will be shown how Gwyn persuades Nelfrech to become his wife and the terms upon which she agreed.

Nelfrech has magical powers and brings with her to the marriage a dowry of farm animals which come from the lake and they live happily on Gwyn's farm for many years and have three sons. The condition upon which Nelfrech agreed to marry Gwyn was that he would not hit her and that if he did on three occasions she would leave him.

This production will show the circumstances in which this happened and on the third occasion the lady returns to the lake taking with her all the farm animals.

The scene which depicts this will be detailed below:

Scene 12 – the Lady returns to the Lake

This scene will be filmed on location at Llyn y Fan Fach in the Black Mountains.

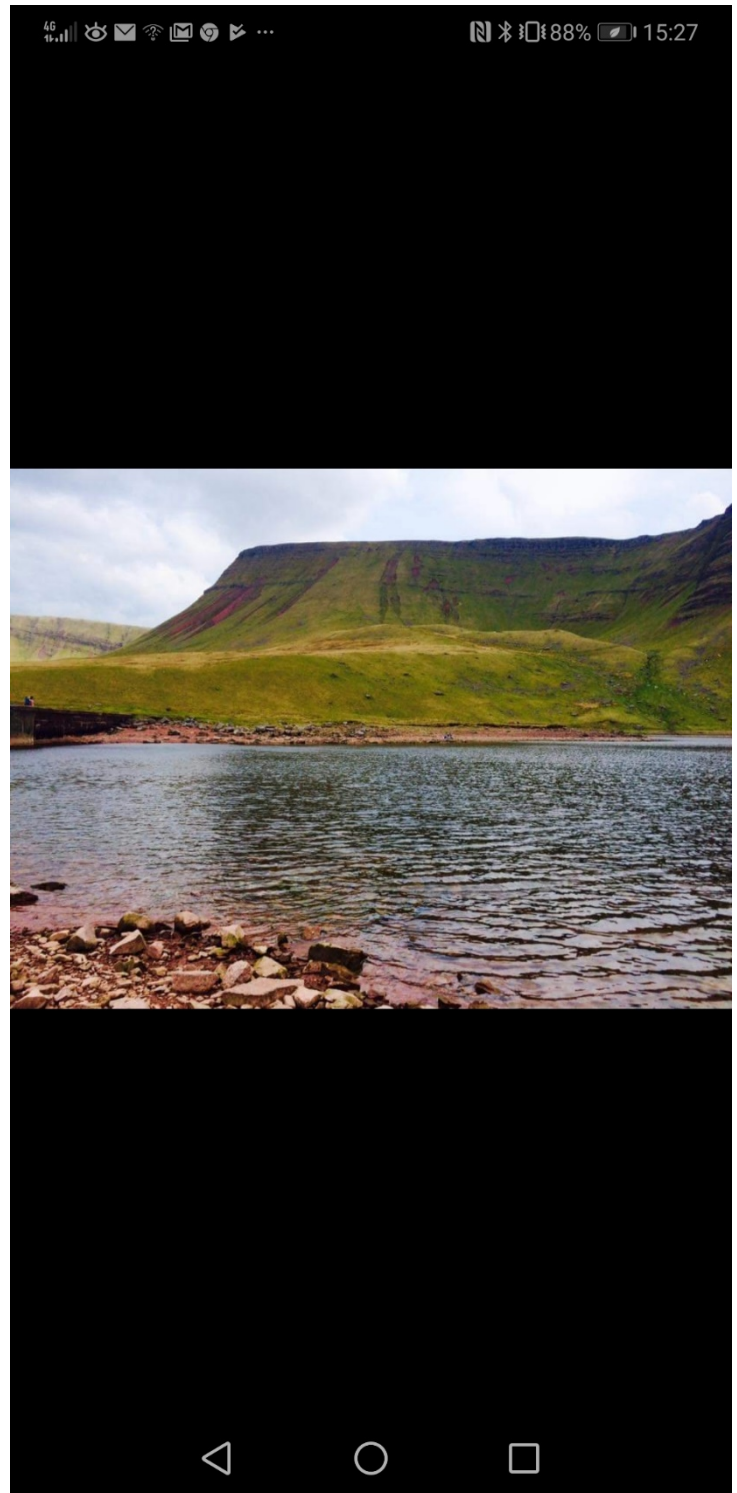
The scene will commence with Nelfrech standing on the edge of the lake about to enter. Gwyn is following behind begging her not to go into the lake. She turns to look at him but does not speak. She faces the water and starts to walk.

At this point there is a transition from Gwyn's face back to Nelfrech's back as she walks away. By this time the actress who plays Nelfrech has been replaced by her body double who is wearing a wet suite and water shoes under her dress. The body double will walk into the lake slowly as Gwyn stands on the edge of the lake looking distraught.

As she makes her way into the lake the fog machine is turned on and produces a cloud of fog that engulfs her and she disappears into the fog giving the impression that she has walked into the lake and become totally submerged.

<https://youtu.be/TECqsPSP1gQ>

Location film showing the lake and the bank where the lady stands before walking into the lake.



Risk Assessment Form – Part A

Production Name:	Lady of the Lake	Organisation	Celtic Productions
Production Address:	On location at Llyn y Fan Fach, Carmarthenshire SA19 9UN Lot/long: 51.88190079,- 3.74169637	Producer / Editor Tel: Mobile:	Lynwen Hammond 07432504355
Start date	1/11/19	End date	1/11/19
Distribution <i>Who gets a copy of the assessment</i>	Producer, Production Manager, Director, Production Co-ordinator, 1 st Director and all cast and crew.		
Outline of risk assessment <i>Summary of what is proposed in terms of sequences and set ups.</i>	Filming in rural location at a lake in the Black Mountains involving cast and crew entering the lake.		
Team members / experts / contractors / contributors etc. <i>List those involved</i>	Executive Producer -Lynwen Hammond Expert – J Guy Littlemore (HSE Consultant)		
Locations <i>Outline locations involved – indicate any which are hostile environments</i>	Llyn y Fan Fach is set in an extremely rural location with limited transport links and access for emergency vehicles although Mountain rescue by helicopter possible.		
Assessor Name Signature	Lynwen Hammond	Date completed	6/10/19
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	x	Disease causative agent	
Attack by animal		Contact with cold surface	x	Infection	x
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	x	Explosive blast		Physical fatigue	x
Entanglement in moving machinery		Explosive release of stored pressure		Repetitive action	
High atmospheric pressure		Fire		Static body posture	
Hot environment		Hazardous substance		Stress / anxiety	
Manual handling		Ionizing radiation		Venom poisoning	
Object falling, moving or flying		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 <i>e.g. <1 in 1000 chance</i>	Very unlikely <i>e.g. 1 in 200 chance</i>	Unlikely <i>e.g. 1 in 50 chance</i>	Possible <i>e.g. 1 in 10 chance</i>	Likely <i>e.g. >1 in 3 chance</i>
Negligible <i>e.g. small bruise</i>	Trivial	Trivial	Trivial	Low	Low
Slight <i>e.g. small cut, deep bruise</i>	Trivial	Trivial	Low	Low	Medium
Moderate <i>e.g. deep cut, torn muscle</i>	Trivial	Low	Medium	Medium	High
Severe <i>e.g. fracture, loss of consciousness</i>	Low	Medium	High	High	Extremely high
Very Severe <i>e.g. death, permanent disability</i>	Low	Medium	High	Extremely high	Extremely high

Risk Assessment Form – Part B

Activity¹ – Each individual activity you are proposing:			Location – where this activity will take place:		Dates / times:
Hazards ² 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.	Risk ³ 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.	Risk ³ For each hazard, decide level of risk once all your controls are in place	
Trip Hazard	Crew and Cast	LOW	Safety briefing before and on location as to equipment and any natural hazard such as rocks and ensuring all equipment safely stored at location so as not to form any form of obstruction	TRIVIAL	
Cold Environment	Crew and Cast	MEDIUM	Prior to attending location all members of cast and crew will have detailed briefing to ensure that they are suitably dressed for the location and any adverse weather conditions. Detailed weather report obtained from Mountain Weather Information Service www.mwis.org.uk at least two days in advance of attending location and updated daily.	LOW	
Drowning	Crew and Cast	HIGH	Prior to attending location and on location all crew and cast will be given a safety briefing based on the recommendation provided in a report obtained following an Audit on site by ROSPA. Training to be provided by a HSE Consultant employed both at pre-production stage and on site. J Guy Littlemore an appropriate expert and HSE Consulted located in the Swansea area with twenty years' experience in the television industry and specific experience in filming adventure and diving underwater to be employed. Httos://www.oshcr.org/member/j-guy-littlemore/ Safety equipment provided at location together with experienced and qualified first aid representatives on hand.	LOW	
Slippery Surface	Crew and Cast	HIGH	Prior to attending location detailed briefing given and appropriate footwear provided to ensure all cast and crew are safe. Cast and crew who enter the water will be provided with specialist shoes for the water and to combat the pebbled surface.	LOW	
Contact with cold liquid/surface	Crew and Cast	MEDIUM	All cast and crew to receive briefing before and on location to ensure appropriate clothing worn to combat the cold. Wet and/or dry suits provided for all crew and cast entering the water and dry clothes available for them to change as soon as scene complete and they leave the water. Area made available for the cast and crew to change and keep warm to avoid possibility of hypothermia.	LOW	

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

Risk Assessment Form – Part B

Activity¹ – Each individual activity you are proposing:			Location – where this activity will take place:		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
Infection	Cast and Crew	LOW	Safety briefing provided and adequate protection provided to cast and crew when entering the lake. Full Report will have been undertaken at pre-production stage as to any likely contamination but updated before shooting as sheep and other animals frequenting the area.		TRIVIAL
Lack of food and water	Cast and Crew	LOW	Sufficient food and water will be taken on location and regular refreshment breaks provided. Due to rural location there are no sources to purchase or obtain refreshments		TRIVIAL
Physical fatigue	Cast and Crew	LOW	Sufficient breaks taken by cast and crew and fitness assessments undertaken at pre-production stage when making a decision as to the crew to attend on location		TRIVIAL
Manual Handling	Crew	LOW	Appropriate training provided to all crew prior to attending and at location for lifting and carrying equipment to site. Due to rural location consideration given to taking light equipment which can easily be transported and keeping equipment to a minimum.		TRIVIAL

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

**Nearest Hospital with A & E Department : West Wales General Hospital,
Glangwili, Carmarthen SA31 2AF – Telephone number : 01267 235151**

**Nearest Hospital with Minor Injuries : Prince Philip Hospital, Dafen, Llanelli SA14
8QF – Telephone number: 01554 756567**

**Police : Dyfed Powys Police – Llandeilo – 18 Carmarthen Road, Llandeilo SA19
6AN – 01267 222020**

Fire Station – Llandeilo, Carmarthen Road, Llandeilo SA19 6RP

**In cases of serious injuries where person cannot be taken to hospital by the
crew it will be necessary to obtain assistance from Mountain Rescue or even
airlifting by the Coastguard.**

Local organisations:

Western Brecons Mountain Rescue - westernbeacons.org.uk

Brecon Beacons Mountain Rescue Volunteers – breconmrt.co.uk

Coastguard

ALWAYS CALL THE POLICE ON 999 OR 112 AND ASK FOR MOUNTAIN RESCUE

Location

Due to remote location and limited access to site the preferred option in a serious medical emergency would be airlifting by the Coastguard and assistance from the above mentioned Mountain Rescue services.

The access road from Llanddeusant is a single track road and the final stage has regular speed humps which would make it difficult for large emergency vehicles but not impossible.

First Aiders will be in attendance on location who will be trained for Outdoor First Aid in emergency situations until it is possible to secure professional assistance.

The above Mountain Rescue services regularly attend emergencies in the Brecon Beacons and specifically Pen y Fan and Llyn y Fan.

Executive Producer: Producer: Lynwen Hammond Director: Janet Ellis Production Manager: Lynwen Hammond Production Coordinator: Bethan Smith 1 st Assistant Director: Rachel House	TITLE	DATE: 1/11/19 SHUTTLE INFO: Collection point for Crew at Studion at 6.00 a.m.
WEATHER: Dry no adverse weather conditions reported First Aid kit and fire extinguisher stored in rescue hut on location	CALL TIME 08:00 Check grid for individual call times	LUNCH 12.15

Production Office	Nearest Hospital to Set
Croft Studios, High Street Cardiff	West Wales, General Hospital, Carmarthen 01267 235151

LOCATIONS					
#	Location	Address	Parking	Contact	
1	Llyn Y Fan Fach Carmarthenshire SA19 9UN	Lat/long: 51.88190079,- 3.74169637	Car park 1.5 miles from lake		
Scene and Description			Cast	Pgs	Loc
Lady(Nelfrech) walks into the lake away from her husband (Gwyn) who stands on the bank of the lake in disbelief.					
				TOTAL PAGES:	

#	Cast	Role	Call Time	Pick Up Time	MU/WD	Set Call
1.	Debbie Mayze	Nelfrech (lady of the lake)	8.00 a.m.	6.30 a.m.		
2.	James Hogg	Gwyn	8.00 a.m.	6.30 a.m.		
3.						

Extras/Background
Body double for Nelfrech – qualified diver
Transportation
Taxi to pick up crew at their homes
Craft – Hot & Ready @
Cast/Crew Subs x 10 @ 0000
Catering
Cast/Crew Lunch x 10 to be Hot & Ready @ 12.00 to be served @ 12.15

SET REQUIREMENTS
Props: dresses and wigs
Special Effects: fog machine
Vehicles:

Wardrobe: two extra dresses and wigs for Nelfrech and body double
Makeup:
Set Dressing:
Animal Wrangler:
Stunts:

Producer NAME Lynwen Hammond PHONE NUMBER 07546876998	Producer NAME PHONE NUMBER	Production Manager NAME Janet Ellis PHONE NUMBER 07765438776	Production Coordinator NAME Bethan Smith PHONE NUMBER 07656788865	1st Assistant Director NAME Rachel House PHONE NUMBER 07776543218
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Advanced Schedule Day 1 of 1 01.11.19		
Scene and Description	Cast	Pages
Nelfrech walks away from Gwyn into lake. No dialog	2	

DEPT	NAME	IN	DEPT	NAME	IN
PRODUCTION			ART DEPT		
Producer	Lynwen Hammond		Production Designer		
Producer			Art Department		
Director			Art Department		
Production Manager	Janet Ellis		HAIR/MAKEUP/WARDROBE		
Production Coordinator	Bethan Smith		Key	Claire Smith	
Production Assistant			Assistant		
Production Assistant			Assistant		
AD'S			CONTINUITY		
1 st Assistant Director	Rachel House		Script Supervisor		
2 nd Assistant Director			LOCATIONS		
3 rd Assistant Director			Locations Manager	Lynwen Hammond	
CAMERA DEPT			SOUND		
Director of Photography	Claire Smith		Production Sound Mixer	Joe Williams	
1st Assistant Camera	Joe Williams		Boom Operator		
2nd Assistant Camera	Darren Rees		STUNTS		
Camera Trainee			Stunt Coordinator	Mark Davies	
GRIP & ELECTRIC DEPT			CATERING/CRAFT		
Key Grip			Catering		
Best Boy Grip			Craft		
Grip			DRIVERS		
Gaffer			Driver Coordinator	Darren Rees	
Best Boy Electric			Driver	Mark Davies	
Electric			Driver		
Swing			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

Location: Llyn y Fan Fach Carmarthenshire

**Appointed Dynamic Risk Assessor whilst filming scene at the lake: Bob Jones
(qualified First Aider and HSE trained on risk assessment)**

Due to location and changing risks dependent on weather conditions this will be monitored closely.

A full weather Report will be obtained from the Mountain Weather Information a week before shooting and daily up to the day of the shoot to determine whether location suitable in the specific weather conditions.

Llyn y Fan Fach is situate at the base of the Black Mountains that circle the lake and when extremely windy this can make the area dangerous. To be monitored closely.

Also due to location being 1.5 miles from nearest vehicle access weather will be a contributing factor in reaching location and more specifically carrying equipment.

Bob Jones has been designated Dynamic Risk Assessor on this shoot and will be responsible on site to ensure that equipment brought to location is safely stored and is stored security after use to avoid any accidents by way of slips or trips by cast and crew.

A specially trained life guard will be employed on site during the scene involving cast and crew entering the lake and the life guard will be required to closely supervise the scene and provide advice as and when required should he or she identify any risk which could be avoided.

Due to location the health of all concerned will be considered by the Dynamic Risk Assessor who will ensure that sufficient breaks are given, adequate clothing is worn or can be provided and food and drink made available as and when required.

Any actor or crew who requires change of clothing as a result of contact with the water must be attended to immediately so as to avoid possibility of hypothermia.

1903903 HPMF4006

Filming Methods

Location:

Llyn y Fan fach, inland water /lake at the base of the Black Mountains.

Access:

Difficult access having regard to rural location plays a massive part in the equipment choice for this scene. Vehicle access limited to a distance of 1.5 miles from the lake.

Power source/availability

Lack of power again features highly in the choice of equipment to take to location and alternative sources of power to be considered.

Equipment:

Lighting

Filming will take place during daylight hours but additional portable battery lights will be taken to location to be used for effect when the lady walks into the water and is surrounded by fog.

Camera choice:

1. Side angle view from the edge of the lake

For this shot a Panasonic Lumix GX80K will be attached to a portable tripod with additional grip for the uneven pebble surface of the bank of the lake.

2. Back shot as lady walks into the lake

For this shot a cameraman will follow behind the actress as she walks into the water with a high quality smartphone attached to a gimbal (Osmo Mobile 3). Providing stability and flexibility. Also lightweight and compact to transport to location.

3. Overhead shot

For this shot a drone will be used (to be hired with licensed operator) Permission having been obtained from the Civil Aviation Authority. Drone will not be flown at a high level and not above the ridge of the surrounding mountains. Alternative would be to shoot from the ridge but the time and risk involved in climbing up to the ridge with equipment is outweighed by the cost of hire of the drone which will provide closer overhead shots of the entry into the lake.

4. Forward view

The actress will wear a Go Pro camera strapped to her chest to capture the water as she walks into it and the fog swirling on the surface of the water.

Sound

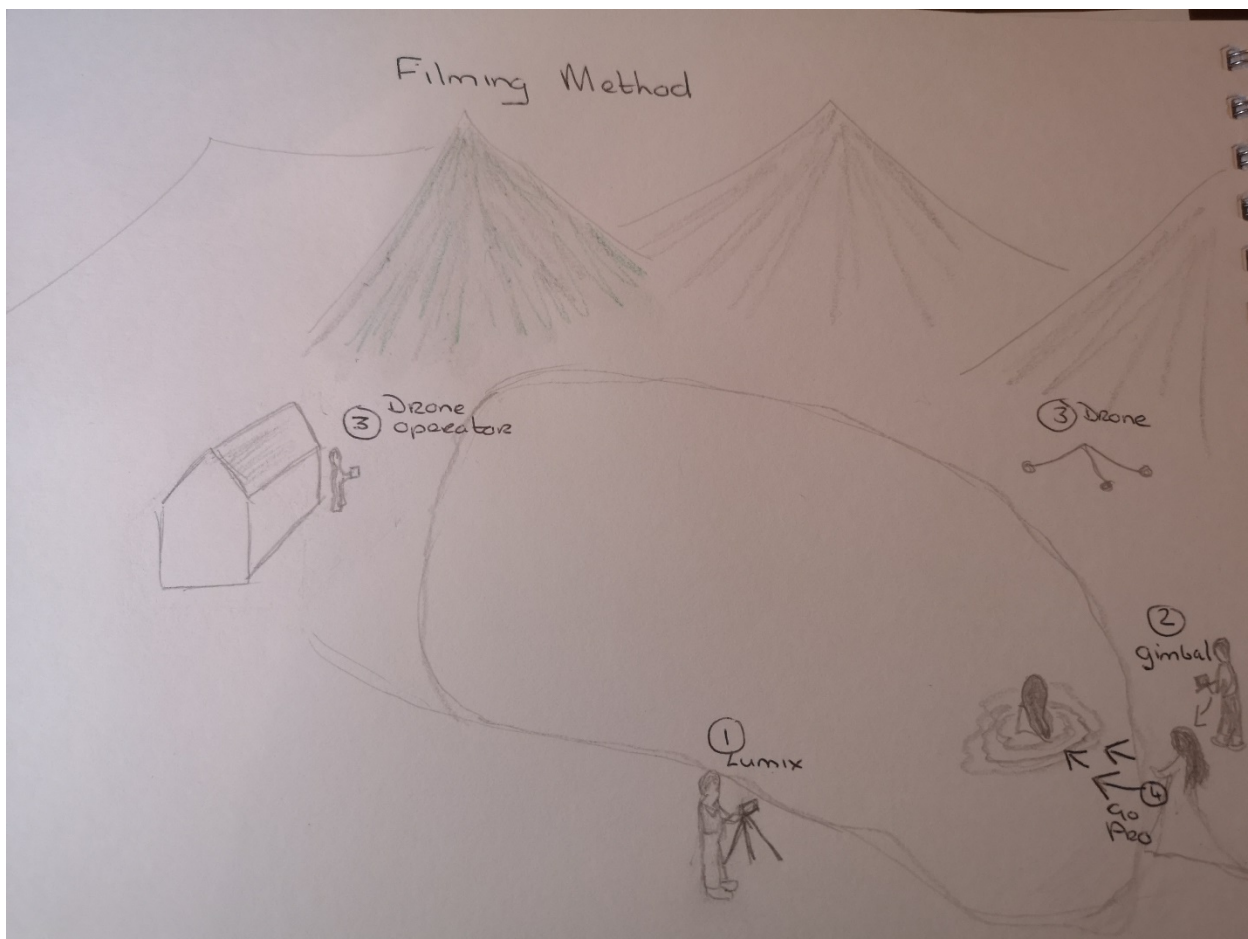
A field recorder will be taken on location for scene played on the water's edge before the scene when the lady walks into the water. The noise of the drone will mean that sound will need to be adjusted on post editing with music being played as the scene plays on.

Costume

The dress worn by the lead character and wig will be duplicated and worn by the stunt body double who will walk into the water. A further two dresses will be taken on site should the scene need to be re-shot and a dry outfit required. The dress will be chosen based not only on the look but on its suitability for use in the water. The fabric will need to be light and dry quickly so as not to obstruct the actress when entering and leaving the water. The dress will be worn by the body double over a wet suit and this will need to be taken into account when ordering the outfit.

Props

A hand held fog machine will be used for a magical effect on the water as the lady makes her way into the lake. Portable and suitable to carry to the location.



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PARTICIPANT FITNESS REVIEW

CAST:

Based on the BBC Safety Guidance Document the level of risk would be viewed as Level 3 for the actress in this scene but as she will be replaced with a professional body double when entering the water the risk is not assessed as great.

The fitness level would not have to be assessed as high although a level of fitness would be required due to the location of the site and the distance from the car park where vehicle access ceases.

CREW:

Due to the location all crew will need to have a level of fitness to walk to and back from location and to carry equipment. Crew who will need to enter the water need to be able to swim in case they should fall into the water whilst filming.

It is not viewed that any specific medical certificate or examination by a specified registered doctor is required prior to attendance on location.

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LOCATION REVIEW

RECCE SHEET

Title of Production : Lady of the Lake

Location: Llyn y Fan Fach, Carmarthenshire SA19 9UN

Present : Lynwen Hammond (Executive Producer and Location Manager)

Janet Ellis (Assistant Producer)

Local conditions:

Llyn y Fan Fach is a rural location with no amenities or services. No public transport links and nearest vehicle access point is 1.5 miles from shooting location.

Permission needed:

Contact to be made with Carmarthenshire County Council with regard to location and with the Civil Aviation Authority as the use of a drone is being considered when filming the scene at the lake.

Protective Clothing:

Protective clothing including life jackets to be provided and appropriate warm clothing to ensure any cast or crew becoming wet or cold are able to change into dry clothing. A small walkers rescue hut located at the lake can be used as temporary storage and shelter if required.

Obstructions:

No obvious obstructions due to location being a natural landscape. No obstructions save that terrain is uneven and by its very nature must be approached with care.

Requirements:

1. Power

There is no power source and any power will need to be brought to the site.

2. Lighting

There are no lights. Filming will take place in day light but any additional lighting will have to be brought to the site and will need to have their own power source e.g. battery.

3. Sound

All sound equipment with power source will need to be brought to location. Remote location and no background noises which will impede filming.

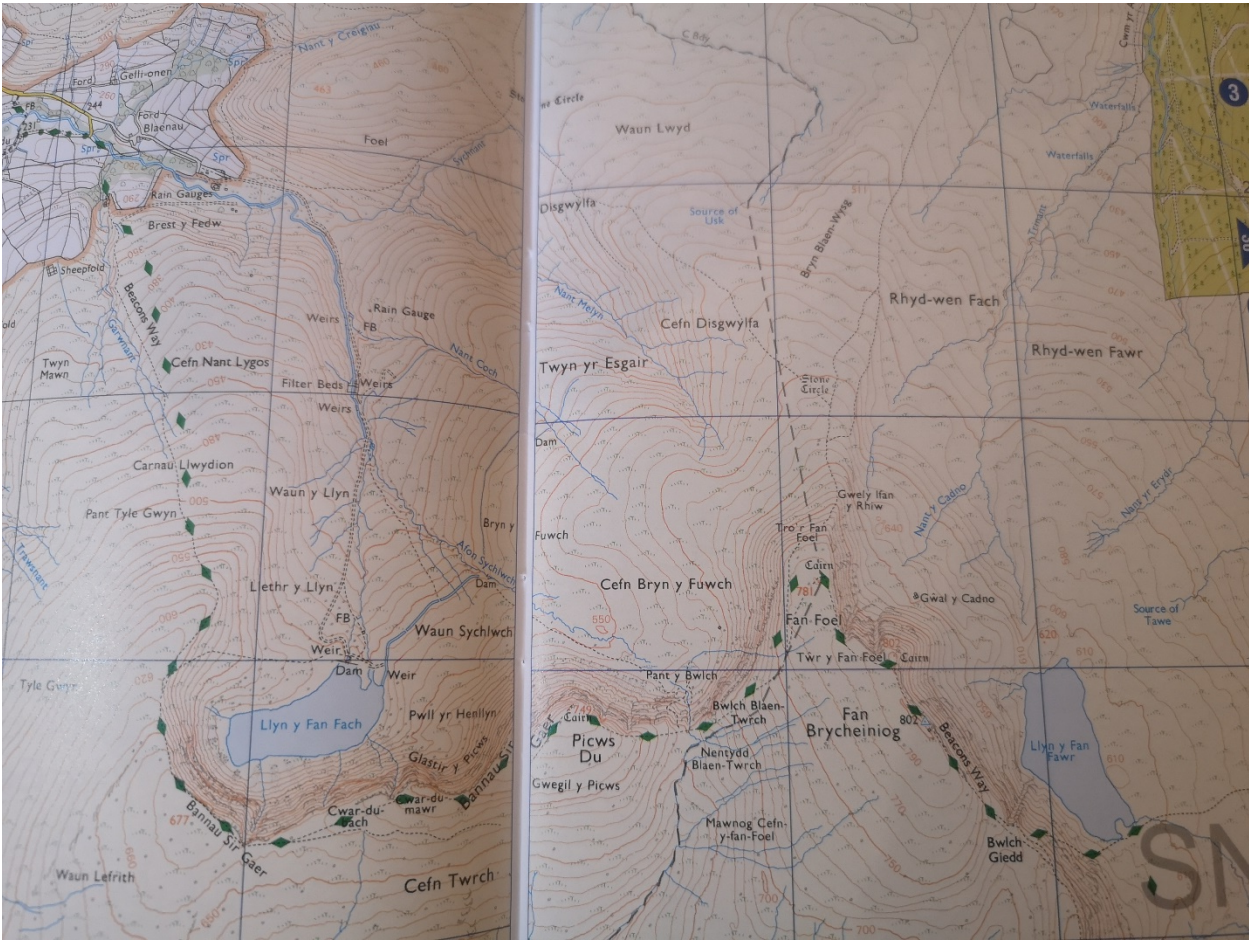
Anticipated Problems:

1. Due to rural location problems in accessing location in adverse weather conditions. Detailed weather forecast obtained days prior to shooting and on the day of shooting to ascertain suitability to attend.
2. Getting equipment from car park to the lake. Various methods considered to include small cart but due to terrain the most suitable mode of transporting equipment would be by back pack and walked to site. Many rural locations have alternative access for vehicles but due to location save for motor cycles this would not be viable.
3. Welfare of cast and crew – There are no amenities or services and therefore all food and water needed for the whole of the cast and crew will need to be taken to the location and stored until needed.

Dangers:

Clearly the lake can be viewed as a danger and approached with extreme care. All relevant safety checks and reports to be undertaken before attending on location.

See attached location plans and map.



Walks

in Carmarthenshire

Llyn y Fan Fach

1 From the car park head up the path that follows the river up the valley.

2 Pass through the trout farm and continue along the path, the booming glacial corrie will come into view. You'll soon be at the lakeside, a great spot for a picnic, or wait to see the Lady of the Lake!

3 Either return to your car from here, or continue up the mountainside to the top, follow the ridge to the North, walking over Picws Du and Fan Brycheiniog until you see a path on the left heading down to the plateau below with another lake called Llyn Y Fan Fawr.

4 Follow the path along the lake edge and the ridge until you reach Llyn Y Fan Fawr.

Lady of the Lake...

A folklore legend connected with Llyn y Fan Fach is the myth of 'The Lady of the Lake'.

In the folklore, a young farmer of the 13th century spotted the most beautiful girl he'd ever seen emerge from the lake, she wore a gown from the kingdom of Ireland. He courted the lady, promising to taking her home and after 3 attempts he succeeded in winning her hand in marriage on the condition that if he let her three times she would leave him.

He complied easily because she was so beautiful and they were happy for years bringing up a family at his farm near Myddell, with her magic dowry of farm animals. In time the mountain happened he let her walk and she disappeared back into the lake taking her sacred animals with her, leaving the farmer with her sons. The sons were grown because known as the 'Physicians of Myddell' who became physicians to the English royal court.

On the route to and from Llyn y Fan Fach stop and watch the jumping trout in the Weir / Hatchery.

START 1

2 Suitable for all

3 Red section not suitable for younger children

4 Beware - Congested slopes

5 Steep

6 Picws Du

7 Bannau Sir Gâr

8 Llyn y Fan Fawr

9 Llyn y Fan Fach

10 Weir / Hatchery

11 River Sawdde

12 Llanddeusant p

13 Twynllan

14 Llangadog

15 A4069

16 A40

17 A483

18 To Llanddeusant or Llanddeusant

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100 To Llanddeusant or Llanddeusant

Approx 5-6 Hours

1 Not suitable for pushchairs or wheelchairs

2 Muddy areas

3 Green walk - approx 5km. Red walk - approx 13km

4 Not to scale

5 Brecon Beacons National Park

6 Carmarthenshire

7 Llanddeusant

8 Twynllan

9 Llangadog

10 Llyn y Fan Fach

11 Llyn y Fan Fawr

12 Picws Du

13 Bannau Sir Gâr

14 Weir / Hatchery

15 River Sawdde

16 Llanddeusant p

17 Twynllan

18 Llangadog

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21 A483

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Weather it's HOT or weather it's NOT

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SAFETY REVIEW

BASED ON INITIAL RISK ASSESSEMENT

1. Trip Hazard

All crew and cast provided with safety briefing on attending location.

All equipment safely stored so as not to form any obstruction.

2. Cold Environment

All crew and cast provided with safety briefing on attending location.

All cast and crew either wearing or have been provided with appropriate clothing to avoid hypothermia.

Detailed weather report obtained from Mountain Weather information Service.

3. Drowning

All cast and crew given safety briefing in accordance with professional recommendations and reports upon attending location.

HSE Consultant present on location.

Necessary safety equipment provided on site to include buoyancy aids and as set out in Control Measures checklist.

4. Slippery Surface

All cast and crew given safety briefing and either attended wearing or provided with appropriate footwear.

5. Contact with cold liquid/surface

All cast and crew provided with appropriate briefing and appropriate clothing and spare clothing made available at location.

6. Infection

Safety briefing given and water tested for any contamination.

7. Lack of food and water

Dynamic Risk Assessor monitoring situation and ensuring all cast and crew have sufficient food and water.

8. Physical fatigue

Dynamic Risk Assessor monitoring situation and ensuring sufficient breaks given and that cast and crew do not over reach their individual capabilities.

9. Manual Handling

Manual handling training provided before and on site and Dynamic Risk Assessor appointed to check on crew undertaking any manual handling and to ensure they do not over reach their capabilities.

CONTROL MEASURES CHECK LIST TO BE COMPLETED ON THE DAY OF FILMING

CONTROL MEASURE

TICK IF COMPLETE

1. Cothing :

- (i) Have all cast and crew
Attended at location
Appropriately dressed for
The weather conditions:**
- (ii) Have all cast and crew
Attended on location wearing
Appropriate footwear i.e.
Walking boots**
- (iii) is there spare warm clothing
Available should cast and crew
Not have appropriate clothing.**
- (iv) Provide spare clothing if cast
Crew get wet and require dry clothing.
To prevent hypothermia.**

River/Lake

- (i) Brief cast and crew on dangers
Immediately upon attending location.**
- (ii) Ensure safety equipment to include
Life jackets available for us and that all
Crew and cast are aware of the location
Of safety equipment.**

- (iii) Ensure buoyancy aids are stored close to
The water's edge for use in an emergency.

Weather

Is weather in accordance with weather

Report and are there any special

Steps which need to be taken in

Light of the weather.

First Aid

Is all first aid equipment on location

And area designated for first aid?

Is all crew and cast aware of the location

For first aid and the relevant procedures

In the event of an emergency?

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)	Celtic Productions	
Name of parent company (if applicable)		
Company address	Croft Studios, High Street, Cardiff	
Number of employees	7	
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 no 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.	yes
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>	BBC in April 2017 when filming a short documentary in Snowdonia.	
Name of person completing this form	Lynwen Hammond	
Job title	Executive Producer and Location Manager	
Date completed	6/10/19	
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>	attached
<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: Lynwen Hammond
<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: J Guy Littlemore BA (Consultant) Contact details: contactable via HSE
4. Please confirm that they meet IOSH accredited competence criteria : <i>(If not, please specify what safety competency they do hold)</i>	Yes – IOSH member since 2008 – copy CV attached

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)

Celtic Productions undertakes both internal and external safety training to staff. Internal first aid training updated on regular basis (minimum every six months) by in-house qualified trainer. External courses on ad hoc basis with HSE Consultants and specialist training from providers such as ROSPA.

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 specialist consultants when filming in high risk situations such as ROSPA or equivalent depending on location and scene being filmed.

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?

Best practice guidance followed for all employees and contractors equally having regard to obligation under Health and Safety Executive Regulations. Briefing and training provided to all contractors/sole traders on all productions.

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 undertaken by specialist Consultant at Pre-Production stage and detailed report provided. Consultant where appropriate present on location to ensure recommendations adhered to when filming.

[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.

Accidents / incidents and Enforcement Action

11. Outline your procedures for reporting and investigating serious accidents on productions?

Accident book maintained and all accidents recorded and any serious accidents reported to the HSE or 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:			(Name of company) Celtic Productions
Lynwen Hammond Producer and Location Manager (Name of Employer/Senior manager)		has overall and final responsibility for health and safety	
Janet Ellis Assistant Producer (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	Lynwen Hammond	Undertake risk assessment as and when required on each production and review assessment on a regular basis throughout the production. To ensure all cast and crew and any self employed contractors used from time to time during any production are given training in health and safety, first aid and any specific additional training required on high risk production.	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Janet Ellis	Briefings given daily before the start of each shoot to all crew and cast and any self employed contractors at each location to ensure all are familiar with procedures and that all appropriate training has been provided.	
Engage and consult with employees on day-to-day health and safety conditions	Janet Ellis	Briefings given daily on health and safety and specifically if on location and the specific safety aspects to be considered based on the specific location being utilized.	
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	Lynwen Hammond	Regular safety checks undertaken to ensure all staff are aware of procedures to include fire alarm and evacuation procedures. Relevant safety and evacuation procedures provided at morning briefing when on location and specific to the site being attended.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Janet Ellis	All equipment used by staff regularly inspected and maintained to ensure safety and to comply with any ongoing HSE requirements. Record kept and reviewed on a regular basis of all maintenance carried out. Any equipment requiring updating done as soon as identified and all equipment stored securely and safely at all times. Premises kept clean and safe for use by staff when not on location.	

Signed: * (Employer)	Lynwen Hammond	Date:	6/10/19
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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)	Staff Room
First-aid box is located:	Staff Room

Risk assessment

Accident book is located:

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: CELTIC PRODUCTION

Date of risk assessment: 6/10/19

At Company Premises – Individual assessments carried out at various locations as and when required.

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
Manual Handling	Staff involving in moving equipment	Appropriate manual handling training provided to all staff.	Staff assessed for suitability before undertaking manual handling and equipment considered on a case by case basis as to number of staff required to lift.	All Staff	immediately	
Obstruction	Staff and visitors if equipment not adequately and safely stored.	Training provided to all staff for safety measures when storing equipment	Ensure sufficient areas marked as not suitable for storage to ensure safe access for all staff and visitors in the case of emergencies.	All Staff	Immediately	
						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

1903903 HPMF4006

ACCIDENT REPORT FORM

Incident date: 1st October 2019

Accident time: 11.00 a.m.

Reporting date: 1st October 2019

Reporting time: 11.30 a.m.

Details of accident:

What happened:

Member of crew tripped over cables.

Where did it happen:

Studio at Company premises Croft Studios, High Street, Cardiff

Injured Party: Joe Smith, Assistant cameraman

Home address:

47 Heol y Dre, Cefneithin, Carmarthenshire

Telephone number: 0777234569

Details of Injury:

Nature of injury:

Sprain to the left ankle

Treatment given :

Assessed by First Aid representative decision taken to refer to A & E to be checked.

Was injured party taken to hospital:

Taken to A & E at the Heath Hospital by fellow crew member

Next of kin Notified: not deemed necessary.

Signed.....

Incident Report form completed by: Lynwen Hammond

Date: 1/10/19

THE TASKS: Do they involve

Holding loads away from the trunk?	y ☐ nX	(controls)
twisting?	y ☐ nX	
stooping?	y ☐ nX	
reaching upwards?	y ☐ nX	
large vertical movements?	y ☐ nX	
long carrying distances?	yX ☐ n	From car park to the lake being the scene location
strenuous pushing or pulling?	y ☐ nX	
unpredictable movement of loads?	y ☐ nX	
repetitive movements?	y ☐ nX	
insufficient rest & recovery periods?	y ☐ nX	
a work rate imposed by a process?	y ☐ nX	

THE LOADS: are they

heavy?	y ☐ nX	Heavy equipment will not be considered for this location
bulky/unwieldy?	y ☐ nX	Bulky equipment will not be considered for this location
difficult to grasp?	y ☐ nX	
unstable or unpredictable?	y ☐ nX	
intrinsically hazardous (sharp edges etc.)	y ☐ nX	
The environment: are there	y ☐ n ☐	
constraints on posture	y ☐ nX	
poor floors?	yX ☐ n	Some areas where flooring uneven due to terrain
uneven surfaces?	yX ☐ n	Remote and rural location with uneven terrain
hot, cold or humid conditions?	yX ☐ n	Possibly cold conditions dependent upon weather
strong air movements?	y ☐ nX	
poor lighting conditions?	y ☐ nX	Location not suitable for night time filming.

THE INDIVIDUALS: does the job require

require unusual capabilities?	yX ☐ n	Level of fitness necessary due to location
hazard those with health problems?	yX ☐ n	Possibly due to location
hazard pregnant workers or nursing mothers?	yX ☐ n	Possibly due to location
require special training or information?	yX ☐ n	Due to location and terrain information on route essential

OTHERS:

Does PPE interfere with any aspect of the task?	yX ☐ n	Appropriate footwear only requirement to carry equipment
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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?		yX n ☐			
ASSESSOR	Lynwen Hammond			DATE	6/10/19