**Request form: Permission to film in the Library**

Please provide further detail about your project by completing this form. The Site Library Services Manager for the library site requested will make a decision and provide the outcome to you via email at the earliest convenience.

Guidance notes:

* Please take into account library users often come to the library to study, complete work and not be disturbed. Consideration must be shown to library users at all times. Therefore it is not possible to film or shoot in the Silent Study area.
* Health and safety is of the utmost importance and any shoot with more than three crew will be required to complete the risk assessment section of the request form. Fire escapes and exit routes cannot be included unless potential risks have been mitigated e.g. request to film on the stairwell at 6am when quiet.
* Requests to film at peak times, weekends or when the building is staffed by security officers is more difficult to manage and may be refused

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| --- | --- | --- | --- |
| Lead Contact |  | Course (if applicable) |  |
| ID number |  | Shoot date |  |
| Shoot start time (inc. set up time). |  | Anticipated shoot duration |  |
| Library site requested to shoot in | Cavendish [ ]  Harrow [ ] Marylebone [ ]  Regent [ ]  |
| Total number of crew (inc. actors)**If more than 3 then you must complete risk assessment section below.** |  | Do you anticipate filming students in the area? |  |
| Which area of the Library do you want to film?  |  |
| Please list equipment being used |  |

Please email this back to ask-a-librarian@westminster.ac.uk with “Filming Request X library” in the subject line, stating which library you would like to film in. You can usually expect an answer by email within 48 hours.

If successful, please bring sufficient copies of the Location Warning Notice to display and the Model Release Form.

**Risk Assessment for filming or shooting in the library**

This document is intended as the minimum requirement to assist in the completion of a risk assessment for film production activities. Useful information can be obtained from the [Health & Safety Executive](http://www.hse.gov.uk/pubns/indg163.htm). If you already have a risk assessment completed in another format, you are welcome to include that in your application in place of the one below.

When conducting a risk assessment, consider all the likely hazards; who may be harmed, property which may be damaged and the controls already in place. For each hazard bear in mind the controls already in place, record the risk assessment level. The further actions to be considered will be determined by the level of risk assessment.

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| **HAZARD** | **IS THE HAZARD PRESENT THROUGHOUT THE DURATION OF THE SHOOT?** | **PERSON WHO MAY BE HARMED** | **PROPERTY WHICH COULD BE DAMAGED** | **RISK CONTROLS ALREADY IN PLACE** | **RISK ASSESSMENT (LOW / MEDIUM / HIGH / VERY HIGH)**  | **FURTHER ACTION TO BE TAKEN** | **NEW RISK ASSESSMENT LEVEL (LOW / MEDIUM / HIGH / VERY HIGH)** |
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