



EXTERIOR SHOOTS - CRAIGLOCKHART CAMPUS: DO'S AND DON'TS for all ENU film students

Edinburgh Napier University
Screen Academy Scotland

September 2023

CRAIGLOCKHART EXTERIOR FILMING AREAS

Here's your CHECKLIST to follow before you carry out any exterior (EXT) filming on the Craiglockhart Campus (it is NOT necessary to complete an Unusual Events Form)

1. Identify the appropriate Exterior location(s)
2. Discuss the location with your Module Tutor
3. Complete the *appropriate risk assessment for Exterior Craiglockhart filming (This follows the HSE 5 Steps to risk assessment (which applies to all working environments, not just film and TV. The ENU version is attached to the back of this document).

Identify hazards,
Assess the risks,
Control the risks,
Record your findings,
Review the controls. [Risk assessment: Steps needed to manage risk - HSE](#)

[Attached to the back of this document are examples for the small and large ENU film risk assessments. The templates are posted on your module Moodle page. Remember, you must use the film RAs. DO NOT ask Security for risk assessments.](#)

4. All shooting crew must wear Screen Academy hi-viz vests
5. Request a parking space in advance if required for VALID visitors – Contact Car Parking
6. Only use BATTERY OPERATED equipment when carrying out Exterior shoots.
7. Ensure all fire doors are kept clear, do not put any cables or equipment in the proximity of the doors or walkways also ensure access routes for vehicles are maintained at all times. (This also includes emergency and delivery vehicles).
8. Ensure all equipment stands are weighted down with sandbags.
9. Ensure that lights/ reflectors do not create glare or distractions for drivers and building users.
10. Prepare for unpredictable weather – This may mean cancellation or moving to another authorised area (see definition of 'weather cover'*).
11. When handling and moving equipment, check the route and make sure sufficient people are available to move the equipment safely.

SATELLITE VIEW OF FILMING AREAS



Figure: Aerial view of acceptable and prohibited filming areas

AREAS THAT CAN BE USED



Under the 'Egg' is a favourite for 'weather cover' (*when the weather is bad and you need to substitute your original Exterior) for small shoots. NOTE: - THE TIMBER DECKING CAN GET VERY SLIPPERY AND SEVERAL RAISED AREAS AND AIR HANDLING UNITS NEED TO BE IDENTIFIED ON YOUR RISK ASSESSMENT TO IDENTIFY TRIP HAZARDS. Keep fire doors clear of equipment. This location is next to the library so don't plan any noisy shoots in this area.



This grassed area is directly opposite the entrance to the War Poets Collection. The area has a grassy slope, stairs, and benches. NOTE: - change in level and also dependent on weather, it can get slippery under foot. BE AWARE: - movement of road traffic in this area. Also be aware that the pathways and stairs are a busy thoroughfare for staff and students.



Location during late spring

This Monument area can provide a good 'Park' setting. NOTE: – Various changes in level.



Same location during late summer

Grounds maintenance will happen in this area, so no filming is possible when grass cutting is underway.



Wooded areas can also be used, however, be aware of slippery and trip hazard underfoot conditions and movement of traffic.



This grassed area and Bus Stop (not in use) – NOTE: it is permitted to film on the grassed area, and on the pavement on the bus stop side. However, this can be a heavy traffic area so filming on the road is NOT permitted. THIS MEANS THAT THE BUS STOP CAN ONLY BE USED SAFELY AS A LOCATION AFTER HOURS.



Bus Stop (not in use)

Bus Stop can only be used safely out of hours.



Bus Stop (not in use)

Bus Stop can only be used safely out of hours.



This grassed and seating area can be used for filming.



The seating area and decking area at the rear of the Hydra Café can be used for filming.
NOTE: - THE TIMBER DECKING AREA CAN BE SLIPPERY WHEN WET. Keep all adjacent fire doors clear.

**BELOW ARE THE EXTERIOR AREAS WHERE FILMING IS
NOT PERMITTED!**

DO NOT...

1. Do not use mains powered equipment under any circumstances when carrying out an exterior shoot.
2. Do not park vehicles without a permit – You will be liable for the parking fine.
3. Do not plug into or try to use external power points.
4. Do not block doorways, roads, car parks or access and egress points to the building.
5. Do not leave equipment unattended.



This is a high traffic service and delivery area – NO filming is permitted in this area as it is constantly in use.



STRICTLY NO FILMING IS ALLOWED ON ANY ROOF SPACES OR ON ANY BALCONY AREAS!

It is NOT permitted to carry out any filming activities near the main vehicle entrance and exit to the campus.



Main vehicle entrance to the Campus



Main vehicle entrance to the Campus



Main vehicle exit of the Campus



NO filming is permitted on the Turning Circle in the upper car park.