



PRODUCTION

5. STAY SAFE AND OBSERVE SET ETIQUETTE

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Stay safe

Before you begin your shoot, you need to put things in place to ensure your cast and crew will be safe on set. The best way to do this is by doing a risk assessment. The purpose of a risk assessment is to identify any hazards that might cause people to harm or injure themselves. You should put measures in place to either reduce or eliminate the risk of these hazards.

When doing a risk assessment, explore your outdoor location and/or indoor set and look for potential hazards. How can you reduce the risks? For example:

Are there any uneven or slippery surfaces where people could trip or fall?

If so, mop wet floors, put mats down or film a couple of metres away on a flatter surface.

Are there any barbed wire fences or sharp edges on furniture?

Film well away from barbed wire fences and tape over sharp edges or file them down.

Are you filming outside where you are at risk from traffic?

Don't film on roads without pavements.

What other hazards are there within your filming environment?

Next think about the hazards that are associated with the activity of filmmaking:

Are you filming any action shots?
Can you put down crash mats or use clever camera angles?

You can make someone look as if they are jumping from a high wall by placing the camera at a low angle. The camera should be close enough to make sure the audience can't see what is below the actor. Show someone climbing by filming an actor from above, using a bird's-eye shot as they crawl along the floor.

Are your actors wearing any costumes that could trip them up?

Make hemlines shorter, get actors to hitch up long cloaks or provide them with a servant to hold their train up!

Are you using make-up that could cause allergic reactions?

Always do patch tests on your actors' skin before you apply lots of make-up for filming.



General safety tips

- Make sure any wires from your equipment are taped down with hazard tape.
- Take care when moving lights or packing them away. They could be hot and burn.
- Always have a first aid kit with you.
- Make sure your crew have plenty of food and stay hydrated with water.
- Health and safety tips are summarised in Into Film's short *How to Stay Safe* at <http://bit.ly/YTHowToStaySafe>.



Set etiquette

To ensure film productions run well, there is a sequence of instructions and commands that are used on set. These instructions are called out by the first assistant director or, on smaller sets, by the director. Following this standard sequence helps to keep things organised and makes sure that everybody knows what they are doing.

1. The camera operator sets up the shot by framing it correctly and positioning the camera appropriately to achieve the angle the director wants.
2. When it's ready, the director calls out, "Quiet please" or, "Quiet on set". This is a zero-tolerance rule. People must be quiet in order to hear the other commands. Any noise could be picked up by the microphones, resulting in a false take which could mean you'll have to start all over again. The sound recordist will listen for a few seconds and will either reply, "Speed" to show they are happy with the sound conditions or give the director a nod.
3. The director can now call out, "Roll camera".
4. The camera operator starts the camera. When they're sure it's recording (after about five seconds) they call out, "Camera rolling".
5. Now the director waits five to ten seconds before calling, "Action" or giving a visual signal.
6. The actors or presenter do their part.
7. The director waits five to ten seconds at the end of the scene before saying, "Cut".
8. The camera operator stops the camera.



"QUIET ON SET"

"ROLL CAMERA"

"CAMERA ROLLING"

"ACTION"

"CUT"

9. The camera operator and director play back the footage to decide if they want to keep the take or delete it and start again.
10. A command of "Reset" means the scene needs to be done again, so everyone will return to their original places. If the director is happy, however, they will say; "Move on" and the next scene can be set up.
11. The first assistant director fills in the shot log with details of the successful take.
12. "That's a wrap" can only be said once all scenes are completed. This signals the end of production and means everyone can relax.

"RESET"

"MOVE ON"

**"THAT'S A
WRAP"**

Practise this several times before you go on set or on location for the first time. Your crew should know this sequence and the associated commands off by heart.

