



## *Filming & Photography at Northern stations*

# *Health & Safety Guidelines*

Whilst we endeavour to accommodate news filming and photography, our primary concern is providing safe and reliable travel to our customers.

Visiting film crews and photographers are responsible for ensuring they fully comply with the health and safety guidelines below.

The lead contact for the crew receiving this document is responsible for ensuring any additional members of their team are aware of these guidelines **before** commencing work.

- When working at a staffed station, you must sign in with a local Northern representative upon arrival and undertake a site safety brief (This will usually be at the Station Reception unless directed otherwise)
- Unless agreed in writing with the press office, permission to work is restricted to those parts of the station normally accessible to the public
- Under no circumstances are you permitted to go on the track
- Under no circumstances are you permitted to go in the front or rear cab of a train unless permission is specifically given in advance
- Under no circumstances may anyone access premises under the influence of any drugs or alcohol
- Under no circumstances must lighting, including flash photography, be used
- When work is being carried out, you must ensure that it does not, in any way, put Northern customers, rail staff or your own personnel at risk. If possible, the work area must be cordoned off to ensure safety
- Any equipment, tools or machinery used in connection with the work must be maintained fit for purpose, operated only by trained competent staff and securely stored when not in use
- At stations with overhead electrified power lines running above the railway tracks, no person or equipment should go within three metres of these overhead power lines. Boom microphones are not permitted on the platforms at these stations
- People must not interfere with railway equipment
- No filming may take place within one metre of the edge of a platform
- No entrances or exits at the station, including platform or train access, shall be blocked at any time
- No baggage or equipment should be left unattended at any time for safety and security reasons
- You will ensure you do not impede, block or obstruct any customer from moving about any part of the station or whilst boarding a train
- You will comply with all health and safety procedures as explained to you, such as fire evacuation
- You must with absolute certainty agree to the direction of Northern staff. If they are not comfortable with any given situation you must cease your activities immediately
- Under no circumstances may Northern employees be filmed or photographed without prior written agreement
- Under no circumstances are the Northern brand, stations or trains to be portrayed in a defamatory or derogatory manner
- Unless agreed in advance, crews may not use the mess facilities in any property. Car parks and public toilets may be used where applicable.