

## Rules for photographers and film crews

### At stations

#### Each member of the crew must be familiar with the following instructions:

- You must follow the instructions of London Northwestern & West Midlands Railway staff. THIS FOR YOUR SAFETY.
- At staffed stations you must sign in with the duty station manager (or the booking office at small stations) before any work begins.
- Under no circumstances can you go on to the running lines or any other area operated directly by Network Rail: This is regardless of whether trains are running or not.
- You may only cross the running lines by means of a footbridge, subway, or other recognised public crossing. This is regardless of whether trains are running or not.
- Lights and flashes **must not** be used on the platforms.
- On the platform - all activity must take place at least 1.25 metres (4 feet) from the platform edge or behind the yellow line (when provided).
- Filming must not delay trains or otherwise inconvenience our customers.
- Experience shows that it is advisable to ask permission to film from any passengers who may inadvertently be in shot.
- Please take exceptional care with tripods, lights and leads from cameras and other filming equipment, with regards to health and safety.

#### These additional conditions apply where overhead electric power wires are running:

- Any equipment that may inadvertently come within 2.75 metres (9 feet) of the overhead line is banned. This includes: Boom Microphones, extension poles, cables, ladders etc.
- Filming equipment including cameras must not be used above “head height”.
- Outside Broadcast vehicle masts must only be extended well away from the catenary and in any case never within 2.75 metres (9 feet) of the overhead wires.

#### Drugs, Alcohol, and Smoking policy:

- No person will work on London Northwestern & West Midlands Railway stations, trains or leased property having just consumed or while under the influence of alcohol or drugs. No person will have in their possession, drugs of abuse. Alcohol must not be consumed.
- Anyone involved in a safety critical incident where there are grounds to suspect that the actions of the person(s) led to the incident can be tested for drugs and/or alcohol.
- All train stations are Smoke Free. It is against the law to smoke anywhere on our premises.

## On trains

You must read and obey these instructions when on London Northwestern & West Midlands Railways property or services. You must carry them at all times.

### Safety:

- Safety is your priority. You must not endanger yourself or others.
- Staff must not be hindered carrying out their duties; you must obey instructions given to you by staff.
- You must not enter any areas that are not accessible to the public.
- You must not attempt to film from the driver's cab (including the cab at the trailing end of the train).
- The permission is for the use of portable lightweight equipment only.
- You must not bring any equipment onto the railway which may affect safe operation of the railway.
- If you are concerned about your safety or public safety: stop work and report it to railway staff.
- You must not look after any luggage or articles belonging to any member of the public.
- The following must be worn or carried at all times: proof of identity and the attached letter of authority from London Northwestern & West Midlands Railways.
- Experience shows that it's advisable to inform any passengers nearby that they may be in shot before filming begins.
- You must have a valid ticket for travel.

### Drugs and Alcohol Policy:

- You must not consume alcohol while working or travelling to or from your work. It is recommended that you do not drink alcohol during the eight hours prior to beginning work.
- In the event of an incident or accident anyone working on railway property is subject to drugs and alcohol testing with acceptable levels of alcohol in the blood being less than half the levels usually acceptable for driving.
- If you have any doubt about the possible effects of a medicine/drug you are currently taking, it is your responsibility to check with your doctor that you can work.
- You must take great care when using medicine for colds/flu, headaches, hay fever etc. and ensure that the medicines do not cause drowsiness or have side effects which could threaten safety.
- Any person found with illegal substances in their blood will be barred from railway property.

**Standards of Personal Appearance:**

- Anyone working on our trains must conform to acceptable standards of dress, appearance, personal hygiene and behaviour.
- Politeness and consideration to passengers is of paramount importance at all times.
- Smoking is not permitted.

**Security:**

- The rail industry remains in a state of alert. You should report anyone acting suspiciously. In the first instance, where possible, you should report to London Northwestern & West Midlands Railways staff.
- On no account should you approach anyone you suspect of taking part in terrorist activity.
- You are encouraged to enter the terrorist hotline telephone number **0800 789 321** into your mobile phone to avoid delay should you need to call urgently