



RESOURCES POLICIES & PROCEDURES

2024-2025 ACADEMIC YEAR

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Introduction

This document contains the policies and procedures regarding the Central Film School resources the school is offering to the students during their studies at Central Film School.

The Resource Policies & Procedures Handbook is available to all students at Central Film School London.

Our aim in producing this Handbook is to create a one-stop information point where you are able to access all the policies and procedures regarding CFS resources.

We hope you will find this a useful guide during your studies with us. However, if you are unable to find the answer to your question here, please feel free to contact a member of the Resource Team at resourceteam@centralfilmschool.com

This Handbook is updated on annual basis, and you will be able to find the most up to date copy on Google Classrooms:

Production Management Hub Classwork

You will be notified for any updates that occur.

Should you have any comments about these Handbooks, please raise the matter at Academic boards or Course boards with the Head of Production.

Section 2 – Equipment Policy

All booking forms to be sent to booking@centralfilmschool.com

Any correspondence will occur only during office hours (9:00-17:00). Late bookings will not be processed unless previously agreed with the Resources staff.

CFS will try to accommodate all current student's requests, providing they have been sent on time (see '*Sending the Booking Form*' -section) and do not clash with the equipment requirements for any CFS workshops, assessments or production shoots. External Hirers will be accommodated if possible.

It is the hirer's responsibility to submit the equipment request on time. Predetermined school exercises, projects and assessments are first priority. Other bookings are processed on a first come first serve basis.

Equipment can be booked for personal/external projects, if the students involved have no scheduled classes during the period of hire. If the project is outside of personal studies relating directly to their coursework, then they will need to insure this themselves and provide evidence of insurance before the booking can be accommodated.

All the needed documents for equipment booking can be found on Google Classroom:

Production Management Hub □ **Classwork** □ **Equipment & Booking Forms**

Terms and Conditions of Equipment Hire

The student hirer must have at least **80% attendance** to be able to book out equipment for anything other than school assessments.

A student hirer can hire equipment for free providing that they have filled out the booking form and had it confirmed by a member of the CFS Resources Team.

The ***Resource Policies and Procedures Agreement*** must be signed before the hirer is able to book out any equipment.

The range of equipment available for the student hirer is dependent upon the student's progress on the Technical Induction course.

The hirer's responsibilities are to:

- Book equipment on time (see *'filling out booking form'* -section)
- Provide a valid Equipment insurance (see *'Equipment Insurance'* -section)
- Pick up the equipment on time (see *'Picking up the Equipment'* -section)
- Report and record any damages and losses (see *'Damage Report'* -section)
- Return the equipment all at once and on time (see *'Returning Equipment'* -section)

Curriculum Projects

Ultimately it is **the Producer's** responsibility is to oversee booking, picking up, and returning of the equipment on time and to make sure that the required paperwork is filled out in case of damage or loss.

The Producer is also responsible for combining the lists of equipment from respective departments and submitting the booking form with all contact details.

The Director of Photography and **Sound Recordist** are both responsible for providing the Producer with a list of equipment required for their departments, for overseeing the safe use of the equipment throughout the hire period.

Misuse of equipment

The hirer **will not be permitted** to book out equipment for a period of time, under the discretion of the Head of Production, if they have:

- Misused or deliberately damaged the equipment
- Knowingly placed the equipment in danger
- Provided an incorrect insurance for a hire where insurance is required
- Sublet equipment without permission from the Head of Production

Any consequences of misuse of the equipment are determined by and cleared with the Production Manager

The Resource Team will retain a list of students failing to meet the Terms and Conditions of hire.

Equipment Insurance

Timetabled Curriculum Projects

CFS's Equipment & Liability Insurance is available for timetabled projects on the course curriculum, including workshops and assessment shoots.

The school will cover the excess for these shoots (excluding the CFS graduation film projects) in case of any damage or loss.

Graduation Film Projects

For any equipment used for the Graduation Films, the respective student production is liable for covering the cost of any damage or loss **up to £250** (the excess as per CFS's Equipment Insurance).

Equipment Insurance for projects outside the curriculum timetable

Projects covered by the CFS's Equipment Insurance

When borrowing equipment from the school, the following **is covered** by the school's insurance (and, therefore, students do not need to obtain additional insurance):

- Any shoot, which takes place on school premises - either work **directly related** (*as opposed to timetabled curriculum shoots*) to the student's studies, or personal work with third parties
- Shoots that take place off-premises, which relate to the student's academic studies (e.g. shoots for the documentary module) in some way and do not involve third parties.

To have the shoot covered by the school's insurance policy, the student must demonstrate that there is some relationship to their academic work. For example, preparatory shoots, or shoots to develop skills needed for a certain module.

PLEASE NOTE: With the school insurance, the student is still liable to cover any costs up to the £250 excess as per the CFS school's equipment insurance policy.

Projects not covered by the CFS's Equipment Insurance

The following **is not covered** by the school's insurance policy, and requires those borrowing equipment to obtain additional insurance and present this to the Resources department:

- Shoots that take place off the school's premises, are unconnected to the student's programme of study, and/or which involve Third Parties (someone who currently is neither a student nor a member of staff at the school).

PLEASE NOTE: When using an external Equipment insurance, the Hirer should check the excess requirements in their external insurance provision. It is recommended that they purchase insurance that includes the excess.

Damage costs, up to the value of the excess, are required to be reimbursed by the hirer to cover the repair/replacement cost to the School.

Deposit

A refundable deposit of £20 - £90 (subject to nature of hire) is required for all projects related or unrelated to the curriculum outside the scheduled sessions in the timetable.

External hires will be subject to a flat £90 deposit. (eg. Alumni students, tutors, and external hirers)

Return of Deposit - Fine System

Once the equipment has been returned, the Resource Team will inform the hirer when they can expect to get the deposit back, allowing for time to check and test the equipment.

Failure to comply with any of the responsibilities stated below may result in a fine:

- Return all equipment on time (*See Returning the Equipment*) £10 will be deducted if the equipment is returned 45+ minutes after the agreed return time without prior notification and agreement.
- £5 fine will be issued if the equipment is not returned in a neat and tidy manner. (e.g. improper cabling, incorrect placement of kit in allocated bags/cases etc.)
- Consumables that have been completely depleted will be charged based on their full value.
- Any kit damages/losses is subject to variability based on the severity and/or value of the equipment.

The cost of any equipment/consumables damaged or not returned will result in a fine.

If the replacement cost exceeds the deposit amount, the hirer will be responsible for covering the excess costs as per their Equipment Insurance (up to £250 for CFS insurance or the excess amount as stated in their external insurance.)

Filling out the Booking Form

The Booking Form is to be filled out, referring to the equipment lists as a guide for the inventory available.

An alumni student or external hirer can request a list of equipment via email.

Hire details must be filled out as follows:

- Production name or description (Reason for the booking)
- All required contact details
- Shooting location/Unit base address(es) – **must** be filled out for insurance purposes
- Pick up and return dates and times

The pickup and return times are always subject to the Resource Team's confirmation and approval. Once booking has been confirmed the stated dates and times become binding.

If there are any questions about the booking procedure or any help is needed with choosing the equipment, contact the Resource Team for guidance.

Sending the Booking Form

Email the form to booking@centralfilmschool.com at least **48 hours (2 working days) in advance** of the pick up time. Any requests for Monday morning are to be sent in by the previous **Thursday**. Any requests coming in during weekends will be regarded as received on Monday.

Picking up the Equipment

The booked equipment is to be picked up at the time stated on the booking form from a member of the Resource Team.

Absence of hirer at the pick up or return

The hirer stated on the booking form must be present when picking up and returning the equipment. If this is not possible, a previously appointed person (approved by a member of the Resource Team) can pick up and return the equipment.

Delay in pick up

In case of any delay, a member of the Resource Team must be contacted as soon as possible. A 30-minute window on arrival to pick up equipment is automatically allowed, but arriving late does not guarantee immediate release of equipment and the hirer must wait until a member of the Resource Team will be next available.

Damage Report

If any damage occurs or equipment gets lost, a *Damage Report Sheet* must be filled out immediately and the item marked clearly. The report is to be brought back to a member of the Resource Team upon return of the equipment.

In case of major damage or loss of equipment, in addition to filling out the *Damage Report Sheet*, the Resource Team must be informed about the details of the incident by calling the School

- Landline on 02 07377 6060 (between 9:00-17:30)

Less urgent issues can be emailed to the Resource Team at the earliest opportunity and before the return of equipment.

Returning the Equipment

All the equipment is to be returned at once to the Kit Room or previously delegated area in the presence of a member of the Resource Team.

EQUIPMENT SHOULD NOT BE LEFT UNSUPERVISED. Please stay with the kit and email/ring a member of the resource team.

Equipment must be returned on time, by the time agreed on the booking form.

It is essential that students return the kit in working order, and tidy. This means wires must be tidily wrapped, and must be returned in the same condition and with the same etiquette that it was given to you. Failure to comply with this may compromise your ability to rent out the equipment in the future.

Delay in return

A window of an hour is allowed (up to 17:00). The Resource Team or Reception must be contacted immediately about any delay.

Any returns beyond 45 minutes after the stated return time jeopardizes the return of the deposit to the hirer. (*see deposit return section*)

FAILURE TO PAY COURSE FEES WILL RESULT IN ALL HIRES BEING COMPROMISED

Props

The Props can be accessed while a member of the Resource Team is present. If the door is locked during office hours ask at Reception for a member of the Resource Team.

The Production Designer/assigned person is responsible for overseeing, picking up, returning and contacting the Resource Team if any problems arise.

Chosen props (if used outside the school) must be photographed and emailed to the resource team resourceteam@centralfilmschool.com

Props returned in an untidy manner or not properly replaced on the prop shelves will incur a £10 fine.

Choosing the items

All Props are on a first come first serve basis and must be put back to where they were taken from when returning.

No personal props or costumes are to be left behind on the school premises without prior agreement from a member of the Resource Team and must be picked up by the agreed date.

After 14 days, any props and costumes left behind will be retained as part of CFS's props and costumes selection.

Section 3 - Library Policy

Book(s) or DVD(s) are available to hire for a period of maximum 1 week at a time. All requests must be made via Librarika within the CFS office hours of 9:30- 17:00. A maximum of three items can be hired at any one time.

Borrowing of Book(s) or DVD(s) will only be considered if the student has not previously been found to have misused any CFS property.

When in a student's possession, it is their responsibility to maintain the condition of the Book(s) or DVD(s) they are borrowing.

Book(s) and DVD(s) can also be used within the CFS premises without deposit during the School opening hours (9:30-21:30) and must be returned later by 21:30.

Booking Library Resources

All requests, checking out and returning of the library resources as well as dealing with the deposits, must go through a member of the Resource Team.

Deposit

If a student wishes to take Book(s) or DVD(s) outside school premises, a minimum deposit of £10 must be left with the Resource Team, to cover losses incurred in the event that the item(s) are damaged or not returned.

The deposit will be returned upon return of the items.

Misuse of Library resources

Students will no longer be permitted to borrow Book(s) or DVD(s) if they have:

- Taken any Book(s) or DVD(s) off site without prior written permission from a member of the Resource Team
- Deliberately damaged any Book(s) or DVD(s) through negligence or misuse

The student will be responsible for costs incurred for replacement(s) required if any Book(s) or DVD(s) are damaged or lost.

Section 4 - Computer Policy

General use

Edit suite computers are available to use within the Central Film School premises between the hours of 9:30-17:00 for current students. The MacBooks can be requested from the Reception or from a member of the Resource Team.

For general use please use the guest account or edit account.

Do not unplug or move any computers, keyboards, mice or Ethernet cables without permission of the Resource Team.

Section 5 - Room Policy

CFS offers students the chance to book out different rooms when they are available within the school hours of 09:30 - 18:30 during the week.

The available rooms are:

- Studio A
- Studio B
- Classroom 1
- Classroom 2
- Classroom 3
- Library
- Meeting Room
- Grading Suite
- ADR Suite
- Hero Suite
- Animation Suite

The Edit Suite can be used by students with permission from somebody from the resource team - only if unoccupied (within school hours) - This can be agreed verbally with a member of staff on the day, or via email booking@centralfilmschool.com

Room Housekeeping

It is only permitted to drink bottled water in Studios and Classrooms, please do not drink fizzy drinks or eat food in these rooms, they can be consumed in the student common room or the tea point at CFS, unless authorized by a member of staff.

Students and tutors are not to alter any AV or equipment set-ups in the rooms. If a different set up is needed or is not working, please seek assistance from a member of the Resource Team.

All AV and Air condition units (if applicable) are to be turned off after use.

All rooms are to be put back to the original layout, cleared of rubbish, cups returned and washed up and any props placed back to their original location.

Failure to comply with the terms and conditions stated on the room booking form will result in the suspension of room bookings.

No equipment or props are to be left in the rooms without prior consent from the Resource Team.

If you wish to stick signs up for shoots, please consult the resource team as we have stands that can go up outside of the rooms. Please do not stick things on the walls!

The use of fire or smoke devices (e.g. candles, smoke machines) is not allowed in any rooms (including the Studio), unless previously authorized by the Head of Operations and under the supervision of a CFS Fire Warden.

Painting is allowed only in the paint room. If you plan on painting any flats or walls, you must be granted permission by the resource team.

Failure to clean the tools or keep the floor clear of paint will result in the loss of entitlement to use facilities and resources at CFS.

Post-Production Zone

The Post-Production Zone is aimed for final sound mixing and colour grading, and is only available for students who have had an induction to the equipment prior to the booking of the suite. The equipment in the Post-Production Zone is only for use within the suite.

The suite is only accessible after the offline edit has been completed and approved by your Course Leader.

The Post Production Zone rooms are kept locked at all times. It is the responsibility of the hirer to make sure that the door is **always closed and locked by the Resource Team** when they leave the room. **This can be communicated with a member of staff from the Resource Office.** Failure to comply will result in a £50 fine for the hirer.

The room can be booked for a maximum of **9 consecutive hours at a time**. There are two time slots available during the day, an AM and a PM slot.

The AM slot will be from 9:30 until 13:30

The PM slot will be from 13:30 until 18:30

It is the responsibility of the hirer to find a member of the Resource Team to lock the room at the end of the hire. The Hirer must make sure that all the devices are shut down at the end of the us

Room Bookings

All rooms are to be booked by sending completing a room booking form via Google Classroom, Production Management Hub. This must be done **48 hours ahead** of the start of the booking_or before 10:00 on Friday for the following Monday.

Find Room Booking Form on Google Classrooms:

Production Management Hub □ Classwork □ Equipment & Booking Forms

The student must have a minimum of 80% attendance to be able to book a room.

For any booking, a confirmation email with final amendments (if any) will be sent to the student booking the room, before the booking is official.

If a class has been in session in the room ahead of the booking, the student may not enter until after 17:30, when the class has finished. For the studio, access will not be granted until 18:00 onwards.

The room may be subject to change due to the demand of classes. You will be informed of any changes to the room prior to your start time.

Failure to meet the Terms & Conditions in accordance with the Room Policy Document may result in being temporarily suspended from booking further rooms and all confirmed room bookings within the suspension period will be cancelled.

Section 6 – Studio Health & Safety

When using the studio, you must adhere to the schools Health and Safety Policy to remain safe at all times.

Please wear sensible shoes when using the studio, no open toed shoes.

Failure to comply with any of the following policies will result in immediate cancellation of the booking/shoot until the issue identified is rectified.

Studio Flats

The flats are to be moved by a minimum of two capable people. Before moving, make sure that the flats have been inspected for any nails or screws that may not have been removed by the previous production.

Please ensure that 2 braces and 2 weights are used to stabilize each individual flat that will be rigged up.

It is the responsibility of the producer to fulfill a risk assessment for the set being built and de-rigged and that the crew understands the Health and Safety risks that may occur when using the flats.

Flats must be booked out via the equipment booking form.

Manual Handling

Refer to the Manual Handling training that is displayed on the back of the studio door, on how to pick up heavy items safely. Only competent people must carry the heavy items. Do not carry items unless it is safe to do so.

Minimum two people must carry heavy items such as flats and heavy furniture.

Refer to the Manual Handling guide that can be found in the studio or on Google Classrooms:

Production Management Hub □ **Classwork** □ **Health and Safety**

Working at Heights

A member of the Resource Team must show all students, how to safely work with ladders. The ladders are to be released only by a member of the Resource Team.

All ladders are to be handled by two people. One to use the ladder and the other person is to hold/foot the ladder. (See image A)



(Image A)

When using the ladder, only use when you can maintain three points of contact (hands and feet) at the working position. (see Image B)

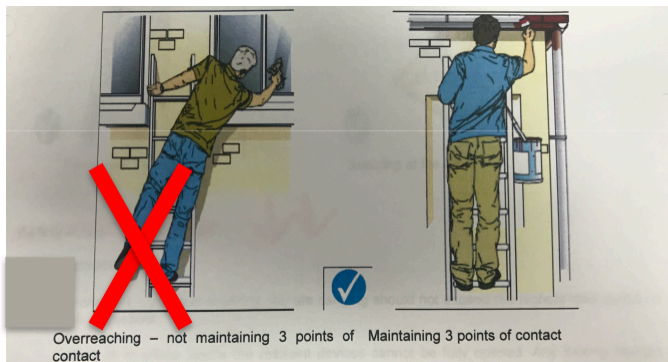
Do not ever go above the top two steps/rungs of the ladder. (see Image C)

Always place the ladder/stepladder on firm level ground that is free of any spillages or loose material. The feet need to be able to grip.

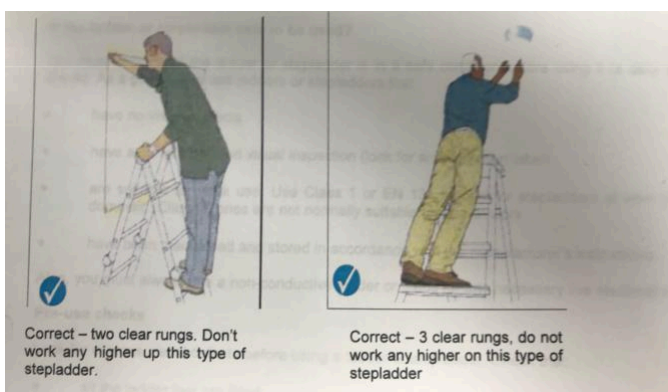
Always face the ladder towards the work of activity. (see Image D)

All students are to wear sensible footwear and to be medically fit.

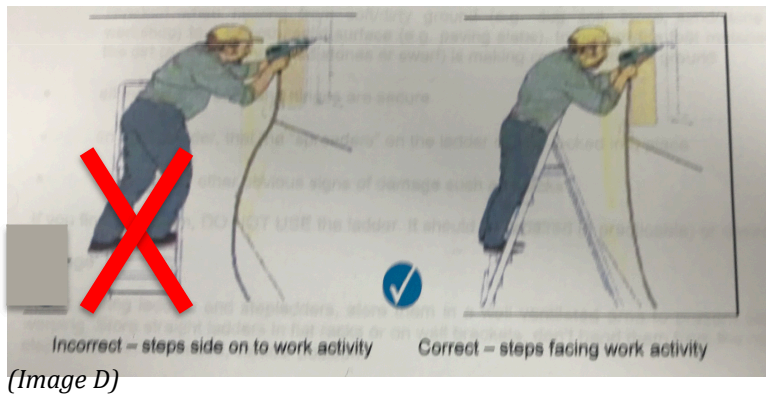
DO NOT OVER LOAD OR OVERLEAN WHEN USING THE LADDER



(Image B)



(Image C)



Check if the stepladder/ladder is safe to use:

- No Defects
- All the Feet are Fitted
- All screws are in good repair
- The 'spreaders' can be locked into place

DO NOT USE THE LADDER IF YOU FIND A PROBLEM

Refer to the ladders and stepladders guide that can be on Google Classrooms:

Production Management Hub □ **Classwork** □ **Health and Safety**

Power Tools, Hand Tools and Adhesives

The Film School will only supply Power Tools (Drill), hand tools and adhesives to students that have been trained and advised on safe use of these.

Students must read the risk assessments (supplied by the Resource Team), once students have read the risk assessment they must sign to state that they understand and agree to the risks involved and preventative measures they must undertake.

Students are to act responsibly when using these tools and must return them after use to the Kit Room.

Failure to comply with any of these policies will result in suspension of use of the studio.

No student is to bring any additional power tools or adhesives to School without the prior permission of the designated Health and Safety Advisor.

COVID-19 Measures

In the event of ongoing epidemics/pandemics where the school is open

- Students must follow government guidelines pertaining to said epidemic/pandemic.
- Students must adhere to and complete pandemic risk assessment policies for shoots where necessary to ensure that proper precautions and measures are in place and up to standard.
- Students on-site must adhere to the notices and room capacity information placed around the building.

All students must have read this document, and signed the Resource Policies Agreement Form prior to making any bookings and/or hires.

Failure to sign the agreement form and adhere to the policies will result in termination/cancellation or delay in bookings/hires.

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