

V7 - "20 Principles to a safe working HMU department" – 9th October 2020

*****THIS IS A WORKING DOCUMENT*****

USE BEST PRACTICE
USE MULTIPLE DEFENSES

HMU Areas: *workshops, trailers, offices, crowd rooms, fitting rooms, on set standby HMU area, transport*

- 1- A fully trained H&S officer or COVID team to work with the HMU dept
- 2- All HMU team to be FULLY trained in latest HSE H&S COVID19 guidelines
- 3- Departmental H&S briefing at the start of each workday
- 4- All HMU workstations 2M apart and sanitising section on each workstation
- 5- Workstations and area to be cleaned/sanitised between each cast* member
- 6- All HMU workshops/trailers/offices/crowd rooms/fitting rooms/On set HMU standby area/ transport to be FULLY cleaned and sanitized/fogged - minimum x2 per day – liaise with your COVID team
- 7- All HMU Areas to be well ventilated and equipped with multiple sanitising, sterilising, air purifying equipment– Hand washing area/UV cabinets/Autoclave/Barbicide/ etc
- 8- All HMU Areas to be equipped with hazard waste disposal bins and H&S signage
- 9- Where possible use single use tools/equipment (e.g. lip brush, gowns, towels)
- 10- All equipment per station to be kept at a minimum and covered or in sealed containers
- 11- All incoming dailies work kits to be cleaned/sanitized and isolated for 72hrs before day of work.
- 12- All incoming hires/equipment/deliveries to be FULLY sanitised in HMU Cleaning zone
- 13- Multiple hand washing/sanitizing stations in all HMU areas
- 14- All cast* members to wash face & hands before hair/makeup appointment
- 15- HMU Artist to wash/sanitise hands between each cast* member and during application/styling
- 16- HMU Artist to use/wear enhanced PPE when working in close contact** with cast* and crew
- 17- Enhanced PPE to be changed between each hair/make-up appointment
- 18- Cast* dedicated make-up/hair products - stored in sealed bags and sterilised daily – See Appendix
- 19- Tech communication with other departments – via Facetime/Zoom/Radios/Monitors'/WhatsApp etc
- 20- ONLY HMU department members allowed in HMU area(bubbles etc) unless given permission or have an official appointment

TERMINOLOGY:

Sterilisation – The killing of organisms such as bacteria, fungi and parasites

Disinfecting – The elimination of the most harmful microorganisms from surfaces and objects

Close contact** - Classified as spending over 15mins in 1-2m space

Cast * - Incl Stunts/SAs

TRAINING AND H&S INFORMATION: *Please always check latest HSE guidance*

All HMU team to adhere to production H&S guidelines/tests/social distancing

All HMU team trained in how to wear/use/dispose of PPE

All HMU team have 'Fit RPE test' according to HSE guidelines as per HMU industry.

All HMU team to be trained fully in latest HSE – H&S COSSH/RIDDOR/COVID19

All HMU team to check for contact Dermatitis – follow HSE guidelines

All HMU team to abide by H&S HSE/PHE standards for Hair/Beauty industry

All HMU team to keep update on latest guidance on close contact services

Appendix:

SUSTAINABILITY:

- Where possible, purchase Eco-friendly/reusable or biodegradable HMU equipment links below
- <http://theethicalcard.com/>
- <https://cutit.org.uk/>
- BAFTA sustainability link - ALBERT <https://wearealbert.org/>

3rd PARTY SUPPLIERS:

- Ask all hire companies to supply own risk assessments and cleaning guidelines
- Confirm suppliers' facilities before visiting; eye technicians, wig makers, dentists, etc.
- Where possible book suppliers to come to production site.
- Longer rental periods to allow for quarantining/cleaning prior to return as per suppliers' guidelines
- Essential visits to outside facilities, use dedicated driver to minimise use of public transport.

PURCHASING:

- Minimum cash floats to be used - additional credit card facilities required + higher credit limits.
- If credit cards not available, pre-paid cards to be assigned.
- Purchase sufficient consumables to cover whole shoot to minimise shopping trips and exposure

ADMIN WITHIN THE DEPARTMENT:

- Paperless; timesheets, purchase logs etc
- If paper required, place in plastic sealed pocket or laminate
- Tech provided for each artist in department to minimize sharing of devices
- Designated person to be responsible for the radios
- Crew starter packs to be completed digitally
- Maintain and log all HMU team movements/appointments/visitors
- Team organization - Flexible working days when in prep to manage social distancing.

CAST:

- Adequate prep time for Make Up & Hair Designer with Director/Producer to obtain pre-approvals
- Schedule time for cast fittings prior to shoot days to allow for quarantine/cleaning/making/COVID testing
- Only essential HMU crew and cast present at fittings.
- Enhanced PPE to be worn.

CROWD/STUNTS:

- Larger crowd areas to enable social distance.
- Fitting days - limit number of SAs/HMU/ADs. PPE to be used during fittings by all.
- Schedule appropriate fitting times to allow for social distancing
- Email brief to casting agents where possible.

ONSET HMU – cast/crowd:

- HMU Crew kept to a minimum
- Audio visual aids to be used to observe action remotely by Q-Take or other tech devices.
- Communication – use of radios/coverts with set to inform checks required.
- For checks move actor to dedicated HMU area to avoid interaction with other departments
- Dedicated HMU workstations on set/holding area adhering to social distancing

SCHEDULING MINIMUM INTERACTION WITH OTHER DEPARTMENTS:

- *Onset:* Communicate with dedicated onset HMU team
- *Off Set:* Communicate with department HMU supervisor

HMU FACILITIES:

HMU ONLY DELIVERY, HIRES AND KIT QUARANTINE AREA:

- Area to be used to deep clean all of HMU deliveries, hires and artist's kits
- All deliveries/hires/kits must be checked in, cleared and cleaned in this area before being brought in HMU working area e.g. Unit base

ALLOCATE DEDICATED LAUNDRY FACILITIES TO HMU DEPARTMENT:

- All fabric items to be washed at 60 degrees and tumble-dry on hot cycle for minimum of 30 minutes as per HSE guidance

UNIT BASE (MAIN TEAM)

- Expansion of standard HMU facilities. Additional trailers to be used for:
 - HMU - Laundry, Sterilizing and disinfecting trailer. Storeroom truck, Office trailer, Additional makeup trailers to adhere to 2M space rule. Welfare area trailer. HMU only toilets where possible
 - Allowing constant flow and movement of HMU team adhering to 2M rule

CROWD TEAM AREAS:

See above areas as per main team

ADDITIONAL HMU WORKSPACES WITHIN STUDIO ENVIRONMENT:

See above as per main team

Thank you

Your BECTU HAIR MAKEUP & PROSTHETIC COMMITTEE

bectuhairmakeup@gmail.com

www.hairmakeupbranch.org.uk