

Insurance requirements for filming on UoB campus

Any organisation coming to work on the UoB campus must produce a certificate from their insurer or letter from their insurance broker showing that they hold an appropriate level of Public Liability (PL) cover. For filming activities this certificate must:

1. be valid for the duration of the filming
2. have a limit of indemnity of at least £5 million
3. be in the name of the organisation making the booking
4. if using UAV's (drones), the certificate must show that the use of UAV's is included. If using a sub-contractor for UAV operation the sub-contractor must supply proof of their liability insurance and items 1 to 4 should be checked. In this case, the insurance must be in the name of the sub-contractor.
5. A risk assessment must be carried out.

The University has a duty to staff, students and visitors to ensure that the organisation's cover is in place. In addition, organisations coming to work on the UoB site have the right to request to see a copy of our PL cover. This is available on the Insurance Office web pages here: <http://www.bristol.ac.uk/secretary/insurance/liability-insurance/#public>.

There may be other legal requirements to enable filming to take place, such as a licence, or the completion of a Release or Consent form. If there are any legal queries, these should be referred to SECO.

Filming activities generally do not need to be referred to the insurance office, unless there is something being brought onto site which could endanger our community or our property. If smoke machines are being used and alarms are to be deactivated, we would ask that the insurance office is advised in good time. Insurers will require additional precautions to be taken whilst alarms are deactivated.