Health and Safety Services

UNIVERSITY OF GREENWICH

Procedure for Filming, Photography and Use of Drones/Unmanned Aircraft Operations on Campus

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1. Overview

This procedure applies to all filming and photography activities carried out for academic, research, publicity, marketing, commercial, or operational purposes at any University of Greenwich campus or managed site. Academic purposes include activities undertaken by students as part of their coursework, research conducted by staff or students, dissertations, projects, or academic assessment. Publicity purposes include filming or photography intended for use by the University of Greenwich, including promotional materials for individual Faculties, Colleges, Schools, Institutes or partner organisations.

This procedure also establishes the University's arrangements for the safe use of drones and other Unmanned Aircraft Systems (UAS) on University premises.

The procedure suppots compliance with key health and safety legislation, including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Regulatory Reform (Fire Safety) Order 2005. Where filming or photography involves identifiable individuals, the procedure also supports the University's obligations under the Data Protection Act 2018 , the UK General Data Protection Regulation (UK GDPR) and all applicable Civil Aviation Authority (CAA) requirements.

2. Purpose

The purpose of this document is to establish a safe, consistent, proportionate, and legally compliant process for filming, photography and drone activities on University of Greenwich premises. It ensures that all associated risks are appropriately assessed and controlled, and that the rights and privacy of individuals are respected in accordance with legal obligations.

This procedure aims to:

- Safeguard the health, safety and wellbeing of all staff, students, visitors, contractors and members of the public during filming activities.
- Provide clear, structured guidance on roles, responsibilities, approvals, and the completion of risk assessments.
- Specify and establish additional requirements for high-risk filming activities and drone operations.
- Ensure compliance with data protection, privacy, and consent obligations.
- Set out the steps for obtaining relevant permits and notifying third-party stakeholders, such as the Greenwich Foundation, Chatham Maritime Trust and the Institution of Royal Engineers at Medway, where applicable.
- Establish a framework for managing external filming contractors and drone operators on University premises.

3. Scope

This procedure applies to all filming, photography, and drone or Unmanned Aircraft System (UAS) activities undertaken on University of Greenwich premises for academic, research, publicity, commercial, operational, or promotional purposes.

It applies to:

- University staff across all Faculties and Directorates;
- undergraduate, postgraduate, and research students;
- external contractors, production companies, photographers, videographers, and drone operators; and
- any third-party undertaking filming, photography, or aerial activity on University premises.

The procedure applies across all University campuses and sites, including areas shared with or controlled by third-party organisations. This includes, but is not limited to:

- Greenwich Campus;
- Avery Hill Campus;
- Medway Campus;
- areas under the operational control of the Old Royal Naval College (ORNC);
- areas involving the Chatham Maritime Trust; and
- areas involving the Institution of Royal Engineers at Medway.

Compliance with all site-specific requirements, heritage restrictions, filming conditions, operational controls, and third-party approval arrangements imposed by these organisations is mandatory.

The University does not currently undertake routine in-house drone operations. Drone activity is generally expected to be conducted by competent external operators or suitably authorised and competent staff or students operating under approved arrangements.

4. Definitions

"Aerial work"- An aircraft operation in which an aircraft is used for specialized services such as agriculture, construction, photography, filming, surveying, observation and patrol, search and rescue, aerial advertisement.

''Conspicuity'' - Quality of an aircraft or drones (e.g. lighting or paint scheme), allowing it to be easily seen or noticed by others (e.g. by pilots, ATCOs, aerodrome personnel etc).

"Flight plan" - Specified information provided to authorities and designated individuals or institutions, describing the intended location, route, operating area, take-off and landing arrangements, and operational details of a drone flight.

"High-risk activities"- Filming or photography activities presenting elevated levels of health and safety risk. These may include but are not limited to

- Working at height
- The use of smoke, special effects or pyrotechnics;
- Hot works (e.g. welding, cutting);
- The use of props or staging that may obstruct emergency exits;
- The assembly of groups larger than ten people in confined or communal spaces and
- Drone operations in congested or sensitive environments

‘‘Landing area’’ - That part of a movement area intended for the landing or take off for an aircraft, drone or Unmanned Aircraft System.

“License”- Official or legal permission granted by the Authority to engage in a regulated activity.

“Permit to Work (PTW)”- A formal written authorisation issued via the University’s digital platform SOTER Web, is required for certain high-risk filming activities such as hot works, the use of smoke effects, or working at height.

“Personal data” - Any information relating to an identified or identifiable individual, as defined under the Data Protection Act 2018. This includes photographic images and video footage where individuals can be recognised.

“Populous Area’’ - Congested area of cities, towns or settlements or an open-air assembly.

“Remotely Piloted Aircraft System (RPAS)/Unmanned Aircraft System” - A remotely piloted aircraft, its associated remote pilot station(s), the required command and control links and any other components as specified in the type design. (Also referred to as Unmanned Aircraft System (UAS).

“Remotely Piloted Aircraft (RPA)”- An unmanned aircraft which is piloted from a remote pilot station

“Risk assessment and Method Statement (RAMS)” – Documents used to identify hazards, assess risk and document the detailed instructions in how to carry out tasks / activities safely.

‘‘Uninvolved Persons’’ - Persons who are not participating in the filming or drone operation and who have not been briefed regarding associated risks or control measures.

‘‘Visual Line of Sight (VLOS)’’ - A method of drone operation in which the remote pilot maintains continuous unaided visual contact with the drone.

5. Roles and Responsibilities

5.1. Senior leadership

This includes members of Vice Chancellors Executive (VCE) Faculty Operating Officers (FOOs), Executive Directors, Deputy Directors, Associate Directors, Deputy Deans, Heads of School or equivalent. They are responsible for implementing this procedure within their respective areas, supporting compliance, and enabling safe working environments.

5.2. Managers

Responsible for reviewing and approving RAMS submitted by staff or students, ensuring that filming activities are planned and conducted in a way that does not compromise safety, operational efficiency, or accessibility.

5.3. Health and Safety Managers (HSM)

Health and Safety Managers are responsible for reviewing RAMS where escalated or complex risks are involved. They advise on appropriate control measures, regulatory

obligations (e.g. hot works, fire safety, smoke effects, drone safety), and support the SOTER Web permitting process for high-risk activities.

5.4. Health and Safety Local Officers (HASLOs)

HASLOs provide on-the-ground support and advice within their respective Schools or Directorates. They may assist staff and students with local implementation of this procedure, offer practical support on completing RAMS, and help coordinate communication between staff and management.

5.5. All staff

University staff undertaking filming activities must complete a suitable and sufficient risk assessment and RAMS and submit it to the Estates and Facilities Directorate (EFD), HASLOs and relevant HSM for review and advice.

Where high-risk activities are involved, staff must notify EFD in advance, obtain a Permit to Work (PTW) if required, and ensure that appropriate safety measures are in place throughout the filming this includes managing the safety of all participants and bystanders throughout the activity. For routine or low-risk filming, a standard site access request may be sufficient in place of a PTW.

All incidents must be reported via the Universities online incident reporting platform. Staff are also responsible for ensuring that filming activities respect data protection obligations and that any relevant approvals or documentation are secured in advance. All permits issued for the project (e.g. filming, site access or PTW permits) must be closed out electronically on SoterWeb unless otherwise advised or directed.

5.6. Students

Students are responsible for preparing appropriate risk assessments and method statements (RAMS) prior to conducting any filming or photography. They must review these documents with their academic tutor or supervisor, submit them to the relevant contacts (e.g. Faculty, EFD), depending on their programme, and ensure that all identified control measures are followed throughout the filming activity. Students must report any accidents, incidents, or near misses via the online incident reporting platform and report any accidents to the relevant supervisor and campus security.

They must also ensure that any permits issued for filming are returned promptly. They are also responsible for managing the safety of participants and bystanders throughout the activity. All students must follow the dedicated filming process set out by their Faculty. Students are also responsible for returning all permits issued for the project (e.g. filming or PTW permits) to the designated EFD office or helpdesk as directed.

5.7. Estates and Facilities Directorate

Estates and Facilities is responsible for coordinating access, infrastructure, and support related to filming across University premises. EFD, determines whether a Permit to Work (PTW) via SOTER Web is required, and advises on access restrictions, especially in high-risk

areas or locations controlled by third parties (e.g. the Greenwich Foundation or the Chatham Maritime Trust and the Institution of Royal Engineers at Medway).

Permits are generally issued electronically via SoterWeb. Estates and Facilities Directorate (EFD) is responsible for ensuring the timely issuance of all permits and managing any site-specific arrangements. In instances where SoterWeb is unavailable such as during system malfunction, physical permits will be issued. These must be returned to EFD immediately upon completion of the approved activity.

5.8. Contents and Brands Team

They must be informed of all external filming proposals and all staff-led publicity filming. They provide guidance on the use of image release forms, documentation for external crews, and coordination of publicity-related activities. They also serve as the point of contact for managing permissions involving non-University parties wishing to film on campus. For more information contact: content@gre.ac.uk.

5.9. Commercial, Events and Catering Team

The Commercial, Events and Catering team is responsible for coordinating the use of University spaces for commercial filming, events, and external bookings.

They ensure that filming activities involving third-party organisations comply with University policies, contractual conditions, and health and safety requirements. This includes confirming venue availability, reviewing filming requests, and liaising with Estates and Facilities Directorate, Health and Safety Services, and the Content and Brand Team as required. Where catering services are involved in filmed events, the team must ensure that all food safety, allergen, and hygiene standards are upheld.

5.10. Drone Operators

Drone operators including staff, students, and external parties are responsible for complying with all relevant legal regulations, insurance obligations, and University policies prior to conducting any drone flights.

All operators must be onboarded and registered on SoterWeb, and complete the application process for a Permit to Work (PTW). Relevant licenses, CAA registration, operator competency, operator authorisation and insurance documentation must be uploaded and maintained within their company profile on SoterWeb.

6. Procedure

This section outlines the detailed steps that must be followed by all individuals or groups engaging in filming or photography on University of Greenwich campuses. It includes specific processes for students, staff, and external parties, as well as requirements for data protection, risk management, and site-specific notifications.

6.1. Data Protection and Consent

Filming and photography involving identifiable individuals is classified as the processing of personal data. Under the Data Protection Act 2018 and UK GDPR, such data must be collected, stored, and used lawfully and with the subject's consent.

Where filming is conducted solely for internal academic assessment purposes and is not intended for external distribution, verbal consent may be appropriate depending on the nature and scale of the activity.

It must be noted that if the material is intended for

- University publicity or marketing,
- Will be published online or uploaded to public platforms or websites,
- Be retained for ongoing use
- Be used for research dissemination
- Be uploaded to public platforms or websites.

A signed image release form must be obtained in advance. This can be arranged by contacting the Content and Brand Team at content@gre.ac.uk, or by following the guidance outlined in the University's Video and Photography:Consent and Permissions . Individuals retain the right to request removal of their images from public platforms where appropriate.

Any data protection queries should be referred to the University's Information Compliance Manager.

6.2. External Filming Requests

- Any filming or photography requested by individuals, contractors or organisations external to the University must be arranged in advance with the Estates and Facilities Directorate.

External parties OR Contractors must provide:

- Details of the proposed activity.
- Filming locations and schedules.
- Crew numbers.
- Equipment details.
- RAMS.
- Insurance documentation.
- Relevant drone documentation where applicable.

A Risk Assessment and Method Statement (RAMS) must be submitted and where applicable, a Permit to Work (PTW) or site access request obtained, via SOTER Web, as per University Contractor Management arrangements. All filming risk assessments and RAMS must also be submitted to the relevant Health and Safety Manager (HSM) for the Faculty or Directorate where filming is taking place.

6.3. Student Filming- All Students

All students undertaking filming or photography as part of their academic work, research, or course-related activity must follow a standard risk management process to ensure safe and compliant practices across all University campuses.

a) Risk Assessment and Method Statement (RAMS)

Students must complete a University of Greenwich General Risk Assessment Form and Method Statement (RAMS) for every filming activity, no matter how big or small the project is. The level of detail required should be proportionate to the nature of the activity. For example, basic filming using handheld equipment in a classroom or studio may only require a simple plan, while larger or more complex shoots will require comprehensive assessments.

Guidance and forms for completing a RAMS can be accessed via the University's Risk Management and Assessment webpages. Students must review their RAMS with their academic tutor or project supervisor before submission.

Once approved, the RAMS and any supporting documentation should be sent to:

- The relevant faculty office or academic contact.
- The Estates and Facilities Directorate (EFD) Helpdesk where equipment support, such as power, or access arrangements are required.

b) High-Risk Activities and Permit to Work

Where filming involves high-risk activities, students must notify the EFD office at least one week in advance. High-risk activities include (but are not limited to):

- Working at height
- Use of smoke effects or pyrotechnics
- Hot works (e.g. welding, cutting)
- Use of props or staging that could block fire escape routes

For such activities, a Permit to Work (PTW) must be obtained via the University's online SOTER Web platform. The site lead would be expected to check the answers to the expectation questions and review the RAMS before a PTW request. A site access request would require verification by the company's site contact and approval by the EFD site lead.

6.4 Filming in Controlled or Shared Areas

a) Greenwich Campus – External Areas

Where filming is proposed in external spaces managed by the Greenwich Foundation, a filming permit may be required. This is because commercial filming in these areas is authorised only for University staff and students. The following must be followed:

- If the filming is restricted to the Queen Anne Courtyard, students must contact the EFD Helpdesk directly, providing full details of the proposed activity.

- RAMS and equipment lists should be emailed to EFD @greenwichfacilities@greenwich.ac.uk

- EFD will assess whether a filming permit is needed. Permits are typically issued electronically, unless otherwise directed.

b) Stockwell Street Library

Filming and photography activities within Stockwell Street Library must be planned to minimise disruption to study, teaching, library operations, pedestrian movement, and general campus activities.

Where filming activities involve:

- larger filming setups;
- external contractors;
- specialist equipment;
- restricted access arrangements; or
- activities likely to disrupt normal library operations,

prior coordination with the Estates and Facilities Directorate (EFD), Library Management, and relevant University stakeholders may be required.

Suitable and sufficient RAMS must be completed for all filming activities and submitted where required.

Additional operational requirements or restrictions imposed by library management must be complied with at all times.

c) Avery Hill Campus

Filming, photography, and drone activities at Avery Hill Campus must be planned to minimise disruption to teaching, residential areas, pedestrian routes, and general campus operations.

Consideration must be given to:

- proximity to residential accommodation;
- public access areas and pedestrian movement;
- safeguarding and privacy considerations;
- noise impacts; and
- activities involving external contractors or larger filming setups.

Where filming activities may affect shared spaces, campus operations, or public access areas, prior coordination with the Estates and Facilities Directorate (EFD) and relevant University stakeholders may be required.

Drone activity at Avery Hill Campus must also comply with the additional requirements set out in Section 7 of this procedure.

d) Medway Campus

Where filming may affect shared, public, or military-controlled areas, the Institution of Royal Engineers, Brompton, must be notified in advance. This notification will be

coordinated through EFD to ensure appropriate permissions and access protocols are in place.

e) Drill Hall Library (Medway)

Drill Hall Library operates as a shared facility involving the University of Greenwich and Canterbury Christ Church University. Additional local operational controls apply to filming and photography activities within the library and associated study spaces.

Filming, photography, or drone activity within Drill Hall Library is only permitted with prior approval from the Library Manager or their designated representative.

Requests for permission should normally be submitted at least five working days in advance and may require:

- submission of a filming application;
- suitable and sufficient RAMS;
- operational planning information; and
- additional control measures to protect library users, shared spaces, quiet study environments, and normal operations.

All filming activity must be planned to minimise disruption to library users, teaching, study, and shared operational activities.

Additional local conditions or restrictions imposed by Drill Hall Library management must be complied with at all times.

f) Old Royal Naval College (ORNC) Areas

Filming, photography, or drone activity within areas managed or controlled by the Old Royal Naval College (ORNC), including external courtyards, grounds, heritage spaces, and the Painted Hall, may require additional permissions, approvals, or operational controls.

Requests must be coordinated through the Estates and Facilities Directorate (EFD) and may be subject to separate ORNC filming requirements, heritage protections, security controls, or operational restrictions.

Operators and filming crews must comply with all applicable ORNC filming and photography requirements, including any conditions relating to:

- access arrangements;
- heritage protection measures;
- public safety controls;
- security notifications;
- restricted operating times;
- commercial filming permissions; and
- drone or aerial filming restrictions.

Failure to comply with ORNC requirements may result in filming activities being suspended or prohibited.

6.6. Staff Filming

University staff intending to film must:

- Complete the University of Greenwich risk assessment form and submit it to the EFD office and the relevant Faculty or Directorate Health and Safety Manager (HSM). In the absence of the Faculty or Directorate HSM, the risk assessment must be submitted to the Central Services Health and Safety Team at safetyunit@greenwich.ac.uk

- Inform the Estates and Facilities Directorate, Content and Brands Team and Commercial, Events and Catering to check whether any additional documentation or consents are required.

- For any filming that involves high-risk activities, including hot works, smoke effects, working at height, or large-scale equipment use, notify the EFD Helpdesk **at least two weeks in advance.**

- The EFD Head of Campus will confirm whether a Permit to Work (PTW) or site access permit is required and will issue it. It should be noted that this may depend on how a member of staff permissions are set up on the SOTERWEB system.

- If filming will occur at the Medway Campus, staff must coordinate notification to the Chatham Maritime Trust and the Institution of Royal Engineers through EFD.

- Filming at the Greenwich Campus in Greenwich Foundation areas also requires prior notification via EFD, and potentially a general permit to be issued.

- The staff member in control is responsible for ensuring safety throughout the project, reporting any incidents, near misses and accidents using the University's online reporting tool. and returning the permit upon completion.

6.6. Process Summary

Figure 1 below provides an overview of the approval process for filming, photography, and drone activities undertaken on University premises. The flowchart outlines the key stages of planning, risk assessment, approvals, operational delivery, incident reporting, and permit closure. Users should refer to the relevant sections of this procedure and the supporting checklists contained in Appendices B and C for detailed requirements.

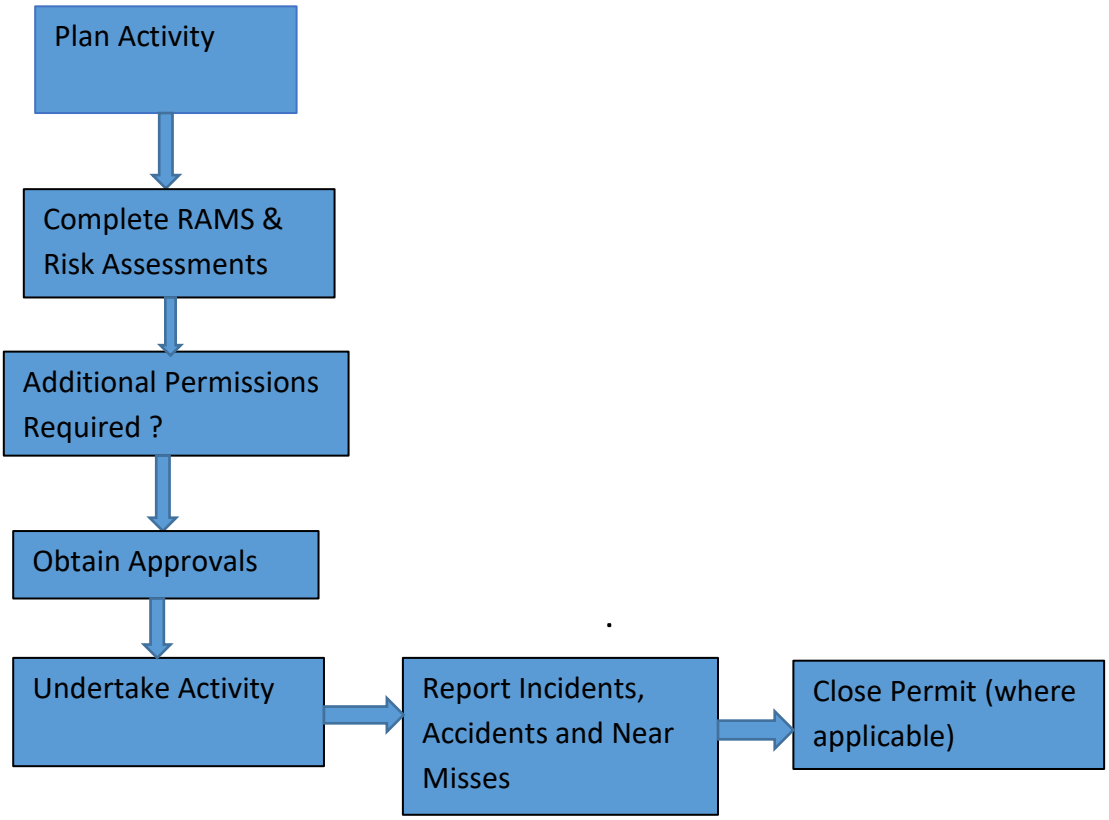


Figure 1: Filming, Photography and Drone Activity Approval Process

7. Drones or Unmanned Aerial Systems/Aircraft Operations (UAS)

The use of drones or Unmanned Aerial Systems (UAS) for filming or photography on any University of Greenwich premises (Greenwich, Avery Hill, and Medway) is strictly controlled due to the associated safety, privacy, and regulatory risks. This section sets out specific requirements for operating drones at the University's Greenwich campuses. Consideration must be given to the protection of heritage assets, listed buildings, and sensitive environments when planning filming, photography or drone operations.

7.1. General Requirements

The University reserves the right to suspend, restrict, or terminate any filming, photography, or drone activity where:

- safety concerns arise;
- legal or regulatory requirements are not met;
- operational disruption may occur;
- security concerns are identified; or
- the activity presents unacceptable reputational, heritage, or public safety risks.

Activities must not proceed unless all required approvals, permissions, risk assessments, RAMS and control measures are in place.

7.2. Legislative Compliance

All drone use must comply with the Civil Aviation Authority (CAA) regulations, particularly the UK Air Navigation Order 2016 (as amended), which governs the safe use of unmanned aircrafts and drone flights. Operators must also comply with data protection requirements under the Data Protection Act 2018 and UK GDPR, particularly where footage includes identifiable individuals. Clear signage or notices may be required in areas subject to drone filming.

Operators are required to demonstrate compliance with the following:

- Possession of an active Operational Authorisation from the CAA or are a CAA registered operator where required (e.g., for commercial operations or flying in congested areas).

- The UK Civil Aviation Authority (CAA) regulations and guidance for commercial and recreational drone use must be adhered to.

- Adherence to CAA Drone and Model Aircraft Code, including visual line-of-sight operation, altitude restrictions, and distance from uninvolved people and property.

- Valid public liability insurance to cover drone activities especially on university premises.

Failure to comply with these requirements may result in the prohibition of drone use and potential legal consequences.

7.3. Airspace and Restricted Area Considerations

Due to the proximity of parts of the University estate to controlled or restricted airspace associated with London City Airport and central London airspace restrictions, drone operators must ensure that all required permissions, notifications, and airspace clearances are obtained prior to flight operations.

Failure to obtain the appropriate permissions may result in the proposed activity being prohibited or suspended.

7.4. Risk Assessment and Operational Planning

All drone filming must be subject to a comprehensive Risk Assessment and Method Statement (RAMS) and submitted to the Estates and Facilities Directorate (EFD) and relevant Health and Safety Managers at least two weeks in advance of the intended activity. The RAMS must also include:

- Confirmation of CAA registration and operator competency (e.g.(but not limited to), GVC or A2 CofC certification).
- Flight plan showing location, take-off/landing zones, and fly zones.
- Control measures for crowd control, bystander safety, emergency response and any other necessary hazards that are identified.
- Drone flights must **not** be conducted over large groups of people or in restricted areas without explicit permission and additional controls. For additional information see: CAA Flying in Towns and Cities or Busy Areas Guide.
- Any data protection implications where individuals may be filmed.
- Where drone activity is deemed high-risk or impacts public/shared spaces, a Permit to Work (PTW) must be obtained.

Important Note: Due to the proximity of parts of the University estate to controlled or restricted airspace associated with London City Airport and central London airspace restrictions, operators must ensure all necessary airspace permissions and notifications are obtained prior to flight.

Operators should refer to **Appendix C – Drone Operations Approval Checklist** to ensure all required documentation, permissions, and operational controls have been addressed prior to commencing activity.

7.5. Campus-Specific Notification Requirements

a) Greenwich Campus

Drone operations are not permitted in areas controlled by the Greenwich Foundation unless express, written consent is obtained from the Foundation in advance. Such consent must be coordinated through the EFD. This includes external courtyards, the Royal Naval College grounds, and proximity to heritage-listed buildings.

Drone operations within or adjacent to areas controlled by the Old Royal Naval College (ORNC) require written approval prior to operation.

This includes:

- ORNC courtyards;
- the Painted Hall;
- King William Walk areas;
- heritage-listed structures; and
- surrounding external grounds.

Additional operational restrictions, heritage controls, security arrangements, or filming conditions imposed by ORNC must be complied with at all times.

b) Avery Hill Campus

Drone use at Avery Hill requires careful consideration of nearby residential areas and public rights of way. All proposed operations must be reviewed by the relevant Campus Management Team and the Health and Safety Services, and permission will only be granted where public safety, noise, and privacy can be suitably controlled.

c) Medway Campus

Due to the military heritage and current shared control of the site, all drone use at the Medway Campus requires prior notification to the Institution of Royal Engineers at Brompton and the Chatham Maritime Trust. EFD will coordinate this notification, and final approval must be received before the activity can proceed.

7.6. Prohibited Areas and Restrictions

Drone use is generally prohibited:

- Over or near active construction zones.
- Adjacent to halls of residence or areas with high pedestrian traffic.
- Inside buildings or enclosed university-owned spaces.
- Where there is a risk to heritage structures, including listed buildings.

In exceptional cases, limited and controlled drone use may be approved for academic or promotional purposes, subject to an in-depth risk assessment, control measures, and third-party consent.

8. Further Guidance

8.1 Related Legislation:

In addition to the general duties contained in the Health and Safety at Work etc Act 1974, other, more specific sets of Regulations and guidance may apply.

Links to these and further general guidance on Filming on Campus can be found on HSE web pages; INDG360 - Health and safety in audio-visual production. Your legal duties and Film, TV and Broadcasting-HSE

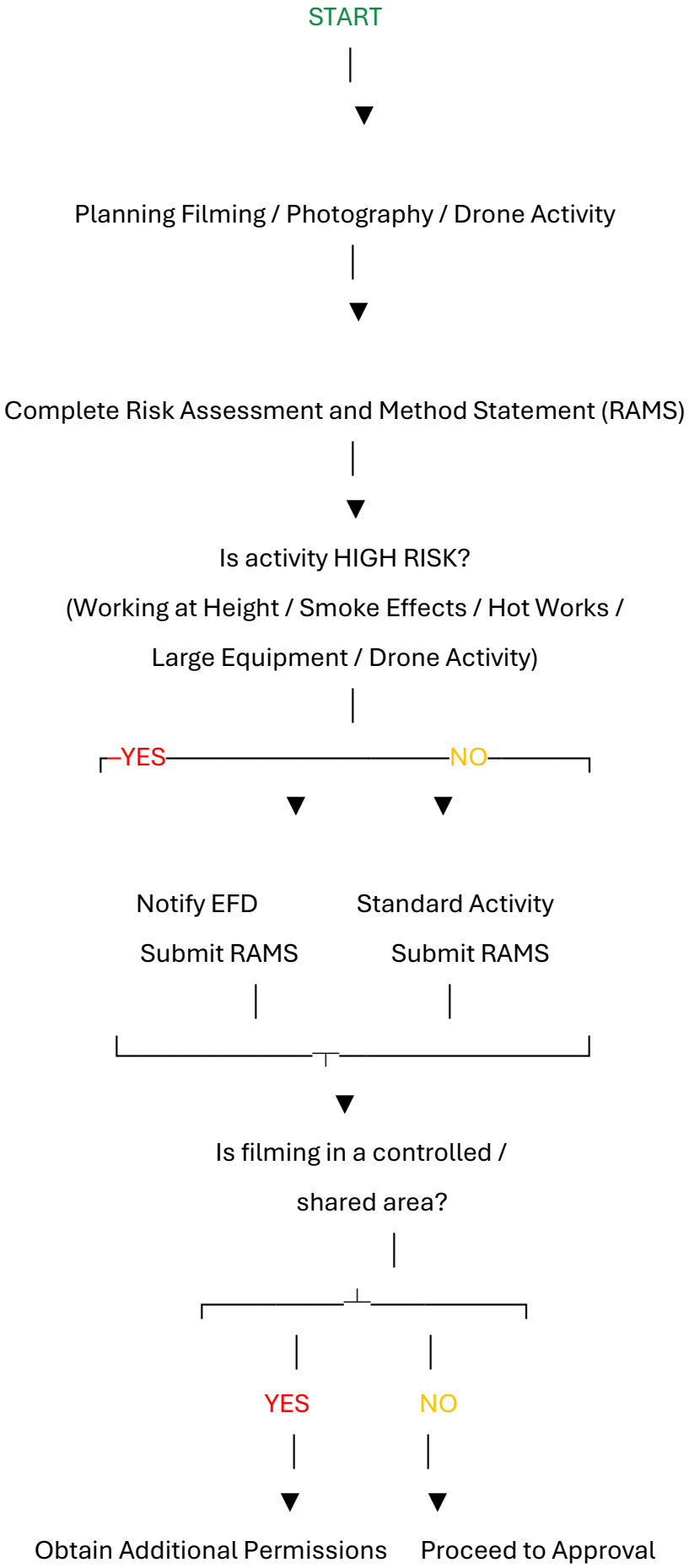
8.2. Related University documents:

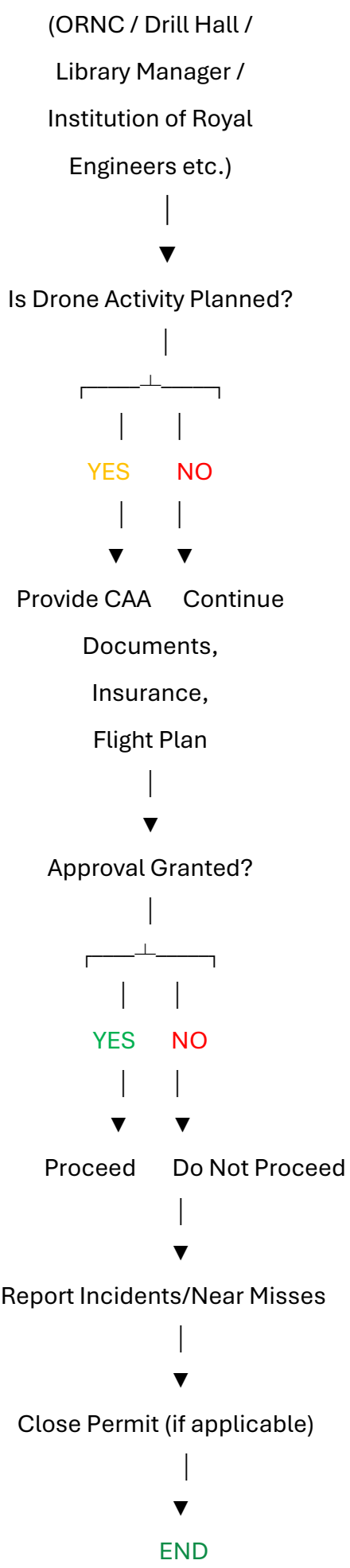
- Accidents/Incidents reporting procedures | Documents | University of Greenwich
- Accident and Incident Reporting Code of Practice | Documents | University of Greenwich
- Risk Management and Assessment
- University Contractor Management
- Video and Photography:Consent and Permissions

8.3. Other related guidance:

- CAA registration and operator competency
- CAA Drone and Model Aircraft Code,
- CAA registered operator
- CAA Flying in Towns and Cities or Busy Areas Guide.
- Data Protection Act 2018
- Film, TV and Broadcasting-HSE
- International Civil Aviation Organisation (ICAO) UAS Toolkit and Frequently asked questions (FAQs)
- Photography and filming - Old Royal Naval College
- Drone Policy - Old Royal Naval College
- the Regulatory Reform (Fire Safety) Order 2005.
- the Health and Safety at Work etc. Act 1974,
- INDG360 - Health and safety in audio-visual production. Your legal duties
- the Management of Health and Safety at Work Regulations 1999,
- Operational Authorisation from the CAA
- the UK General Data Protection Regulation (UK GDPR).
- UK Air Navigation Order 2016 (as amended)
- UK Civil Aviation Authority (CAA) regulations and guidance for commercial and recreational drone use

Appendix A – Filming, Photography and Drone Activity Approval Process




(ORNC / Drill Hall /
Library Manager /
Institution of Royal
Engineers etc.)
Is Drone Activity Planned?
YES
NO
Provide CAA
Documents,
Insurance,
Flight Plan
Continue
Approval Granted?
YES
NO
Proceed
Do Not Proceed
Report Incidents/Near Misses
Close Permit (if applicable)
END

Appendix B – Filming and Photography Approval Checklist

This checklist should be read in conjunction with Sections 6 and 7 of this procedure.

Before filming begins:

Planning

☐ Purpose of filming confirmed

☐ Filming location confirmed

☐ Dates and times agreed

☐ Tutor / Manager approval obtained (where applicable)

Safety

☐ Risk Assessment completed

☐ Method Statement completed

☐ Emergency arrangements considered

☐ Fire exits and escape routes remain unobstructed

☐ Equipment inspected and suitable

Permissions

☐ EFD notified (where required)

☐ ORNC approval obtained (where applicable)

☐ Drill Hall Library approval obtained (where applicable)

☐ Other third-party approvals obtained

Data Protection

☐ Consent requirements considered

☐ Image release forms completed (where required)

☐ Data protection implications reviewed

Activity Completion

☐ Area left safe and tidy

☐ Equipment removed

☐ Incidents/near misses reported

☐ Permit closed (where applicable)

Appendix C – Drone Operations Approval Checklist

This checklist should be read in conjunction with Section 7 of this procedure.

Before Flight

Item	**Details**
Project Title	
Drone Operator	
Organisation	
Date(s) of Flight	
Flight Location	
Any other Relevant Details	

Operator Requirements and Competency

☐ Operator competency verified

☐ CAA registration verified

☐ Operational Authorisation verified (where required)

☐ Public Liability Insurance verified

Flight Planning

☐ Flight plan completed

☐ Take-off and landing area identified

☐ Weather checked/assessed

☐ Emergency procedures and arrangements established

☐ Communications arrangements agreed

Airspace and Permissions

☐ London City Airport restrictions reviewed

☐ Airspace permissions obtained

☐ NOTAMs checked (where applicable)

☐ All required permissions obtained

☐ Security Notified

University Requirements

☐ RAMS submitted

☐ EFD approval received

☐ PTW obtained (where required)

☐ Security notified

☐ Campus-specific permissions obtained

Additional Site-Specific Permissions

☐ EFD approval obtained

☐ Drill Hall approval obtained

☐ Institution of Royal Engineers notification completed

☐ Chatham Maritime Trust notification completed

☐ ORNC approval obtained

Safety and Operational Controls

☐ Exclusion zones established

☐ Uninvolved persons protected

☐ No flights over crowds

☐ Heritage assets protected

☐ Privacy considerations reviewed

☐ Heritage assets protected

☐ RAMS approved

☐ PTW obtained (where required)

After Flight

☐ Flight completed safely

☐ Incidents reported

☐ Near misses reported

☐ Activity records retained

☐ Permit closed

9. Document History

Details of previous reviews are as follows:

Review Date	Reviewer	Summary of Review
08-July-26	Michelle Owusua Appiah-Agyekum Health and Safety Advisor	First Version.

This document will be reviewed at least annually hereafter.