



**BBC Elstree Centre Studio Induction**  
**Please read carefully and sign and date the bottom of the form**

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| 1.  | Fire Exit Routes must be maintained. Keep Fire Points, Fire Exits and stage Fire Lane clear at all times.   |
| 2.  | Take time to identify the Assembly Points.  |
| 3.  | Take time to identify the Welfare Facilities.   |
| 4.  | No smoking inside the studios including e-cigarettes.   |
| 5.  | Staff and contractors are forbidden to enter the studio grids unless authorised to do so by an authorised person. After authorisation, before entry to the studio grids, all loose items must be left in the grid tray or lockers provided. Hand tools for grid working should only be taken into the grid when needed and should have lanyards attached. |
| 6.  | <b>Authorised Person</b>  |
|     | Construction Manager - <b>Grid Authoriser</b>   |
|     | Electrical Gaffer (including Workshop Gaffer)- <b>Grid Authoriser</b>   |
|     | Turnround and Operational Compliance Manager - <b>Grid Authoriser</b>   |
|     | Resource Manager – <b>Grid Authoriser</b>   |
|     | Operations Manager - <b>Grid Authoriser</b>   |
|     | Technical Services Manager (Mitie FM works only) - <b>Grid Authoriser</b>   |
| 7.  | Grid beacons, floor and under grid must be activated and checked they are flashing before entering the grid.  |
| 8.  | Area below grid working should be coordinated with other staff and contractors. Studio floor based users must be informed about grid activities with reference to the floor beacons.  |
| 9.  | A nominated person must police the studio floor for the duration of the overhead work with a physical barrier to prevent people from entering the area if needed.   |
| 10. | A full handover must be completed if works in the grid have not been completed by the end of a shift and given to the authorised person.  |
| 11. | Authorised dedicated lifting points should be used to raise / lower items from the studio floor to the gantry level only, items should then be manual handled from gantry to the grid. They are located in the corner of Walls 3 and 4.   |
| 12. | Ensure familiarity with the contents of Risk Assessments and Method Statements (RAMS) in advance of commencing work. The induction sheet must be signed, dated with the Grid Standing Instructions understood before commencing grid activity.  |
| 13. | Copies of relevant competency certification should be provided to the authorised person together with a signed copy of the Risk Assessments and Method Statements (RAMS) on request.  |
| 14. | A Hot Work Authorisation from BBC Elstree Centre Facilities Manager is required in advance for any of the following activities: - Welding, Cutting, Burning, Soldering or Grinding.   |
| 15. | Report any accidents, near miss incidents including hazards or practices to the authorised person.  |
| 16. | Scaffolding SG10 – methods and guidance must be followed when rigging/de-rigging scaffolding.   |
| 17. | When moving large loads, a banksman to ensure clear routes and passage taking responsibility for exclusion zones should be used. No lifting of loads over people allowed.   |
| 18. | Licensed/trained operators only to use motorised vehicles. Visual inspections of all powered access plant should be carried out before use. Fuel and oil spills should be cleaned immediately.  |
| 19. | Hand-power tools to be inspected before use. 110v to be used.   |
| 20. | Scaffolds/mobile towers to be erected to SG4:10 Guidance - Preventing Falls from Scaffolding.   |
| 21. | Ensure the studios, especially grid areas, are kept clean with any waste disposed of appropriately.   |
| 22. | Emergency Equipment - First aid kit, defibrillator and eye wash are available from Medics Room, Ground Floor Scenery Block, and the Main Security Hut Eldon Avenue Gate   |

**I have read and understood the contents of the above:**

<b>Signature:</b>		<b>Print Name:</b>		<b>Date:</b>	
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