



Standing Instruction for Elstree Studios Stages 8 and 9 - Grid Activities

Studio Grid Areas at Elstree Studios

Instruction:

The intention of this instruction is to communicate the controls designed to eliminate or minimise any danger from access to the stage grids (including fall from height) and to prevent objects falling from height when working in the grids, (including raising or lowering loads via grid hatches).

BBC Studioworks (BBC SW) would like to encourage staff and contractors to look out for and report any issues to us.

BBC Studioworks operate an authorised user system, where all requests for grid access are checked against a register. If an individual is not on the register a grid induction will be given before work commences provided the individual is deemed to have a legitimate requirement to enter the grid.

The following activities have been included in this instruction:

Grid activities:

- Access and egress to the grids in Stages 8 and 9
- Working on the grid structure with object(s) that could potentially fall through grid bars.
- Rigging and related stage set-up and strike activities including loading in and out of the grid.
- Walking and working on grid structure.
- Opening hatches to lift and lower equipment.
- Fixed hoist use, slinging and lifting.
- Staff & visitors having access to staircase leading to grid.
- Lone working.

The stage grids are restricted areas and before work is undertaken requiring access to them, authorisation must be gained from one of the following authorising persons:

List of Authorisers for this Standing Instruction:

- **Construction Manager**
- **Electrical Gaffer**
- **Resource Manager**
- **Operations Manager**
- **Turnround and Operational Compliance Manager**

Before access is granted a brief description of the work activity and the duration of the work must be given to the authoriser. Other stage users will be notified work is taking place in the grid. One of the authorisers must be made aware if lone working is intended.

When entering the grid the measures below must be adhered to at all times:

1. **ACCESS (AUTHORISATION)** - All staff and contractors are forbidden to enter the stage grid areas unless included on the authorised user register.
2. **ACCESS (AUTHORISATION)** - The authoriser will check individuals against a register for authorised persons, and provide them with induction training and studio rules if they are not on the register. Induction and access will only be provided to those with a legitimate need to enter the Grid.
3. **ACCESS (AUTHORISATION)** - In the case lone access to the Grid is required; the authoriser must be notified.
4. **ACCESS (SIGNS)** - High level grid beacons must be activated and checked they are operating before entry to the grid.
5. **ACCESS (SIGNS)** - Floor level beacons mounted on cones must be deployed at stage entrances and checked they are operating.
6. **ACCESS (INFORMATION)** - Grid access is controlled via individual Studioworks ID pass when authorisation is given and emergency contact details are provided.
7. **ACCESS (FALLING OBJECTS)** - Before accessing the grid, all pockets must be emptied of loose items including coins and mobile phones and placed in the designated grid trays or lockers. Hand tools for grid working should only be taken into the grid when needed and should have lanyards attached. Tools where practicable should be tied to lanyards and cables to yellow floats.
8. **WORK AT HEIGHT (POTENTIAL FALL)** - Two designated grid hatches (painted red with red barrier handrail surround) are provided to allow heavy/awkward items to be loaded in/out of the grid. Permission to use these should be sought in advance from the BBC SW Turnround and Compliance Manager or nominated deputy. The use of grid hatches must be overseen by an authoriser. It is not permitted to work within the red barrier handrail surround. **You Must Remain Outside Them At All Times.**
9. **WORK AT HEIGHT (HUMAN FACTORS)** - Individuals with a fear of heights should make the nominated authoriser aware of any fear of heights and restricted spaces before accessing the grid areas.
10. **WORK AT HEIGHT (FALLING OBJECTS)** - All loose cables and equipment belonging to BBC SW that could potentially fall through the grid are fitted with yellow floats. Only

essential items and tools should be taken into the grid and tools should be on a lanyard where practicable.

11. **WORK AT HEIGHT (FALLING OBJECTS)** - Area below grid working areas should be coordinated with other staff, contractors and stage floor occupants by stewarding and for use of barriers where practical to prevent those working directly below active areas from falling objects and allow attachment to or removal of hoist lines. The Floor Manager should be consulted when Production are present.
12. **WORK AT HEIGHT (FALLING OBJECTS)** - All Items that do not belong in the grid should be removed in a safe manner. Housekeeping issues should be reported to BBC Sw.
13. **WORK AT HEIGHT (LIFTING/HOISTING)** - Mechanical lifting equipment (e.g. electric hoists) is provided over the two operational hatches (Stages 8 &9) with a Safe Working Load (SWL) of 250 kg. These should be lowered to a comfortable position/height before use to avoid any need to over reach and breach the protective barriers around the hatches. These are available to prevent awkward or heavy items being loaded in/out by the stairs. Those requesting use must be capable of using the hoist provided and properly securing the load to be lifted or lowered.
14. **WORK AT HEIGHT (LIFTING/HOISTING)** - All lifting equipment and lifting accessories are subject to regular 6 monthly or 12 monthly checks. Any faults noted by the user should be reported to the BBC Sw authorisers with the equipment be taken out of use.
15. **WORK AT HEIGHT (LIFTING/HOISTING)** - If alternative equipment is required this should be discussed with the BBC SW authoriser.
16. **WORK AT HEIGHT (LIFTING/HOISTING)** – The two designated grid hatches are surrounded by barriers to prevent falls through the open hatches. Grid hatch opening is lifted and chained whilst in operation, with staff or contractors safely behind the handrail.
17. **WORK AT HEIGHT (LIFTING/HOISTING)** - The handrail is strictly NOT a tie-off point.
18. **WORK AT HEIGHT (LIFTING/HOISTING)** – Only the designated grid hatches (painted red with red barrier surround) should be used for lifting operations,
19. **WORK AT HEIGHT (LIFTING/HOISTING)** - Non-designated grid hatches are welded shut.
20. **WORK AT HEIGHT (LIFTING/HOISTING)** - Grid hatches should be closed as soon as the task is complete with other users in the grid space made aware of this.
21. **WORK AT HEIGHT (INFORMATION)** - If works in the grid have not been completed by the end of a shift, a full handover must be completed between BBC SW authorisers. (Ref: Hand-over check sheet)
22. **HOUSEKEEPING** - Regular housekeeping checks to be carried out by grid users and monitored by BBC SW through monthly inspections and recorded actions. Please report any issues to BBC SW.