



BBC Studioworks

# Television Centre Storage Wedge Mezzanine Floor

Health & Safety Arrangements

## 1. Introduction

To maximise space, the Storage Wedge at TVC has a mezzanine floor level to provide extra capacity. The mezzanine is used for storage and is accessed regularly. The mezzanine floor level has; full edge protection handrails along the open-sided edges, a loading pallet safety gate and a goods lift to facilitate the storage of items. These all act as working at height control measures and remove the risk of workers from falling from the mezzanine floor level.

## 2. Safe Access and Working on the Mezzanine Floor Level

A full-width stairway access is provided. This access can be used for small lightweight items to be carried manually whilst providing a stable footing and suitable handrails for safe access to the mezzanine floor level.

The mezzanine floor level is only to be used for storage, the facilities provided are not suitable for any form of work area to be installed / established.

Refer to attached '**Use of Mezzanine Floor Level**' for the Do's & Dont's when working on the mezzanine floor level.

## 3. Loading Pallet Safety Gate & Goods Lift

The mezzanine floor level can be accessed for loading palletised products or larger items. Palletised products can be loaded onto the mezzanine floor level using a forklift via a loading pallet safety gate.

The safety gate allows forklift access while separating personnel from the mezzanine open edge. The pivoting safety barriers provide continuous edge protection that excludes operator access whilst the front edge railing is elevated to allow loading access. Once loaded the front guard rail is lowered back in place allowing pedestrian access to the load.

The goods lift provides another method of loading large/heavy items onto the mezzanine floor level. Reference should be made to the following BBC Studioworks documents:

### **Risk Assessment – Goods Lift**

### **Operation & Maintenance Manual (original instructions) Goods Lift**

#### **NOTE:**

The goods lift must be used only for its designed purpose by **persons authorised and suitably trained** in using this type of goods lift.

**The operator must familiarise themselves with the goods lift operation** and know the function of each control, the lift's capabilities and limitations and the purpose of the safety devices.

**The operator must never over-ride the electrical interlocking devices** on the goods lift or on any of the access gates.

**The lift must never be used when any fault is found** during the daily inspection or in use. Report any fault immediately and isolate the lift to prevent any further use.

Maintenance, repair, modifications, examinations or statutory inspections to the goods lift must only be carried out by competent persons, duly appointed to carry out the work as required.

## Use of Mezzanine Floor Level

- Only to be used for storage – NEVER to be used as a work area
- No working at height to be undertaken - use of footstools is permitted (away from the open edge)
- Safe walkways are marked in green and to be kept clear at ALL times
- Items only to be stored in designated areas
- BEFORE an item is taken onto the mezzanine, it must have a suitable place to go
- If there is not a space to store an item properly – it **MUST NOT** be taken onto the mezzanine
- No highly flammable items to be stored
- Storage of other flammable items should be in accordance with a risk assessment by the relevant department
- No storage of liquids on the mezzanine
- Only cyc tubs to be stored against the hand-rail
- The goods lift is only to be used by authorised and trained persons (see separate risk assessment)
- The pallet loading gate is only to be used by authorised and trained persons
- Mezzanine weight loading limits to be strictly observed (see notice at lower stair access level)
- No food or drink to be taken on to the mezzanine
- Report any faults or damage to the mezzanine to the Logistics Co-ordinators
- Report any build-up of rubbish or housekeeping issues to the Logistics Co-ordinators