

Risk Assessment for Slips, Trips and Falls

Scope:

This document gives general guidance on slips, trips and falls in BBC Studioworks. At the end of the document you will find the generic risk assessment for control of slips, trips and falls in the studio.

Guidance:

Slips, trips and falls are constant hazard. In almost every activity a slip, trip or fall hazard could reasonably be foreseen. In 2013 Slips, trips and falls accounted for the majority of reported major injuries with an estimated rate of 200 for every 100,000 workers.

There are lots of hazards in a studio that can lead to slips, trips or falls. Below are the most common examples

Cables

Cables should always be kept out of walkways where possible and always out of emergency routes. Where this isn't possible alternatives should be considered. Can the cables be flown over head? Where cables must be place over walkways they should be covered with cable ramps or matting. They should be clearly visible to people walking along the routes. Where cables are in other areas these should be suitably managed. Such as ensuring that cables are curled and stored out of walkways or in areas where people cannot get to such under staging or by use of a camera assistant.

Liquids

Food and drink should be discouraged from being brought into the studios, with the exception of drinks for the purposes of production (such as water for presenters or guests). When liquids are spilled they should cleared up immediately and a suitable sign displayed until the area has dried.

Changes in level

Any changes in level should be clearly marked to prevent people either tripping when going up in level or landing awkwardly when coming down a level. This should also include pieces of set which are above the ground.

Falls

Where there is a risk of a fall from a height suitable protection needs to be in place. This can be edge protection and railings as well as clear marking of edges. It may also involve working at distance from edges. For other falls the controls may be the same as cables.

Housekeeping

A big help in reducing trips and falls is good housekeeping. Ensuring that equipment is kept correctly stored in designated areas, that routes and walkways are kept clear of obstacles and that any hazards that can't be eliminated are clearly marked so people are aware of and can avoid them.

The people that might be harmed: Studioworks employees, contractors, public, artists

HAZARD	CONTROL
Cables	<ul style="list-style-type: none"> • Ensure that all cables are suitably managed. • All cables across walkways should be suitably covered either with cable ramps or matting. • All cables should be kept tidy. • Cables where possible should be run outside of areas where people walk. E.g. Under staging and sets • Where cables need to be moved such as with camera operations cables should be managed by a camera assistant. • Staff should be particularly vigilant to cables when working in and amongst audiences who may not be immediately aware of the hazards within studios.
Equipment	<ul style="list-style-type: none"> • Equipment should be appropriately stored when not in use out of walkways and pedestrian routes. • Equipment should be packed away when not in use or put in areas where it cannot cause a trip hazard. • Any equipment that must be used or left in areas frequented by pedestrians should be suitably and clearly signed.
Liquids	<ul style="list-style-type: none"> • Liquids are not allowed in studio with the exception for production purposes. E.g. Water for presenters or guests. • All spillages must be immediately cleared up and a sign posted until the area is safe. • Any decanting of liquids or use of them should be done outside of studio areas.
Changes in level	<ul style="list-style-type: none"> • All changes in level should be suitably marked and clear for pedestrians • Where applicable signage should also be in place to advise pedestrians of changes in level

<p>Housekeeping</p>	<ul style="list-style-type: none"> • Housekeeping should be undertaken regularly throughout the day to ensure that walkways and emergency routes are kept clear of trip hazards. • Studios are checked by stagehands before close of the studios to ensure that routes are clear of trip hazards and that any rubbish has been removed.
<p>Falls</p>	<ul style="list-style-type: none"> • All falls from height need to be suitably protected against. This should be appropriate to the activity but may include edge protection including barriers, distance working and the use of harnessing. • Falls from same level should be controlled using controls as above for Cables, Housekeeping and Changes in level.