Risk assessment for safe operations in Production Control Rooms (PCR)

Scope:

This document gives general guidance on the use of Production Control Rooms (PCRs) in BBC Studioworks. At the end of the document you will find the generic risk assessment for working in these locations. It covers all reasonably expected use of the equipment and activities. If your required activity is not covered in this document, please speak to the Senior Engineer or Resource Manager to ensure that a suitable risk assessment is undertaken.

Guidance:

Working in PCRs can often involve extensive periods of time working with display screen equipment (DSE). All persons including temporary workers should undergo a DSE risk assessment. Where galleries are used by multiple users, adequate information and instruction should be provided to users so that they can carry out a self-assessment and make reasonable adjustments specific to their requirements and needs.

The layout of equipment should be designed to adjustable to suit specific needs of different users and task.

Noise Levels:

Where users need to be exposed to excessive noise levels for editorial reasons, exposure periods should be limited to avoid exceeding the Action Levels set out in the *Noise at Work Regulations 2008*, and so reducing the likelihood of damage to hearing. Where necessary a separate noise assessment may need to be undertaken.

Emergency Procedures:

Emergency procedures in the PCRs depend on what activity is being undertaken at the time of the alert. If a programme is being broadcast live from the studios then evacuating can have a big business continuity impact. To help prevent this live programme's work on a 2-stage system whereby an alarm is sounded in the Security office. They will then investigate the initial activation. If it is found to be a fire, if there is no action taken by security within 3 minutes or 2 detectors are automatically activated the alarms will sound and studios must be evacuated. Everyone working in the PCR should the information on the emergency procedure and be aware of their role within in it. At other times everyone must evacuate on the sounding of the alarm.

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

HAZARD	CONTROL
Musculoskeletal disorders including Work Related Upper Limb Disorders	- PCRs should be designed ergonomically with a comfortable layout to suit the task - Good cable management and housekeeping must be in place - Desks where possible should be adjustable. - Suites to have adjustable chairs with lumbar support. Instructions on how to adjust chairs should be provided. - Where required adjustable footrests should be provided. This should be decided via DSE assessment - Ensure that all regular users of DSE equipment have received instruction/training as per policy and requirements and undertaken a DSE assessment where necessary. - Ensure all operators are competent in or have received adequate training on specific software packages where required - Ensure that work areas are uncluttered and regularly tidied to prevent over-reaching. - Move hands away from keyboards and input stations when possible. - Schedule in regular breaks and encourage users to take regular breaks away from display screens and equipment
Eye strain, tired eyes and discomfort	- Ensure that there is suitable, well maintained, adequate lighting, adjustable to suit the task - Suitable ventilation should be in place taking into account the heat emitted by equipment - Ensure regular breaks are taken away from DSE equipment;
Noise	- Monitor speaker levels are set by qualified technical staff to ensure that sound levels do not exceed 90dB(A) - Headphones and ear pieces are fitted with limiting devices to 93 dB(A)

HAZARD	CONTROL
	• Scheduled rest breaks to limit exposure to repetitive tasks, low light, excessive noise etc.
Lone Working	• Monitoring procedures in place for lone workers / working out of hours e.g mobile phone contact details obtained, routine reporting to central point / check call system in place.
Electrical hazards	• All electrical equipment is part of a regular inspection and testing regime. • Electrical supplies should not be overloaded and should be calculated and checked by a competent person where necessary. • Portable Electrical Equipment should be visually inspected before use. Any equipment not passing this should be removed from service. • All electrical equipment complies with the requirements of CEMFAW Regs 16
Emergency Procedures	• Ensure that you are aware of the emergency procedures in the room in which you are working. Do not assume that an alarm bell will sound. • If you are working with someone who may be alone such as with a person in a voiceover booth ensure that thy have confirmed they are evacuating should the alarms sound
Slips, Trips and Falls	• All cabling should be tidied and kept out of walkways and doorways so at to prevent trips. • Changes in height or trip hazards within galleries such as steps should be highlighted and people made aware
Housekeeping	• Booths should be kept tidy at all times. • Ensure that rubbish is disposed of in bins provided. • Drinks should only be in sealed containers such as bottles • Ensure that any spillages are cleaned up to prevent slips