



Risk Assessment for working in Voice over Booths

Scope:

This document gives general guidance on use of voice over booths 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 to ensure that a suitable risk assessment is undertaken.

Guidance:

Whilst working in voice over booths provided no high level hazards they can have several low risk ones which should be considered, such as noise levels, trips hazards from cables and emergency procedures

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 *Control of Noise at Work Regulations 2005*, and so reducing the likelihood of damage to hearing. Where necessary a separate noise assessment may need to be undertaken.

Trip Hazards:

Users should ensure that all cabling is kept tidy and out of walkways so as to prevent trip hazards. Cables should also be kept away from doors and doorways to help ensure that egress during an emergency is not unduly hindered.

Emergency Procedures:

When constructing or modifying voiceover booths the design of premises emergency systems i.e. fire alarms, flashing beacons, should be taken into consideration to ensure that the occupants are able to hear/see the early warning signals in the event of an emergency. The emergency procedure arrangements may differ from booth to booth so make sure that you know and understand the procedure for the booth in which you're working. If you are working with someone who is unfamiliar with the procedure e.g. talent working in a voiceover booth, ensure that you have briefed them on what happens to make sure they know how to evacuate safely during an emergency.

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

HAZARD	CONTROL
Noise	<ul style="list-style-type: none"> • 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) • Scheduled rest breaks to limit exposure to repetitive tasks, low light, excessive noise etc.
Electrical hazards	<ul style="list-style-type: none"> • 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.
Emergency Procedures	<ul style="list-style-type: none"> • 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 alone e.g. in a voiceover booth ensure you confirm to the operator that you're evacuating during an emergency before leaving the booth. • If you are working with someone who may be alone such as with a person in a voiceover booth ensure that they have confirmed they are evacuating should the alarms sound
Slips, Trips and Falls	<ul style="list-style-type: none"> • All cabling should be tidied and kept out of walkways and doorways so as to prevent trips. • Changes in height or trip hazards within galleries such as steps should be highlighted and people made aware
Housekeeping	<ul style="list-style-type: none"> • Booths should be kept tidy at all times. • Ensure that rubbish is disposed of in bins provided. • Ensure that any spillages are cleaned up to prevent slips