



BBC Studioworks

# Workplace Safety

TVC Health & Safety Policy

**TABLE OF CONTENTS**

<b>1. SCOPE</b>	<b>3</b>
<b>2. INTRODUCTION</b>	<b>3</b>
<b>3. TRAINING</b>	<b>3</b>
<b>4. EQUIPMENT</b>	<b>3</b>
4.1 ELECTRICAL EQUIPMENT	4
4.2 PORTABLE APPLIANCE TESTING (PAT)	4
<b>5. VENTILATION</b>	<b>4</b>
<b>6. TEMPERATURE</b>	<b>5</b>
<b>7. NOISE</b>	<b>5</b>
<b>8. LIGHTING</b>	<b>6</b>
<b>9. ROOM DIMENSIONS AND SPACE</b>	<b>6</b>
<b>10. FLOORS AND TRAFFIC ROUTES</b>	<b>7</b>
<b>11. WINDOWS</b>	<b>7</b>
11.1 WINDOWS AND TRANSPARENT OR TRANSLUCENT DOORS, GATES AND WALLS	8
<b>12. EATING, REST FACILITIES &amp; DRINKING WATER</b>	<b>8</b>
<b>13. SANITARY &amp; WASHING FACILITIES</b>	<b>9</b>
<b>14. MANUAL HANDLING</b>	<b>10</b>
<b>15. SLIPS, TRIPS AND FALLS</b>	<b>11</b>
<b>16. FIRST AID</b>	<b>12</b>
16.1 FIRST AID NEEDS ASSESSMENT	12
16.2 FIRST AID TRAINING	12
16.3 FIRST AID RISK ASSESSMENT	13
<b>17. FIRE</b>	<b>13</b>
17.1 FIRE PREVENTION	13
17.2 FIRE DETECTION	14
17.3 FIRE SUPPRESSION	14
<b>18. WORK STATIONS &amp; SEATING</b>	<b>14</b>
18.1 DSE	15
<b>19. PEOPLE WITH DISABILITIES</b>	<b>15</b>
19.1 PEEPs	15
19.2 PRODUCTIONS AND EVENTS	15
19.3 ACCESS	16
19.4 SIGNS	16
19.5 LAYOUT	16
<b>20. FACILITIES FOR PREGNANT WOMEN AND NURSING MOTHERS</b>	<b>17</b>

20.1	ERGONOMICS	17
20.2	DSE	17
20.3	MANUAL HANDLING	17
20.4	WORK ORGANISATION	18
20.5	REST FACILITIES	18
<b>21.</b>	<b>CLEANLINESS, HOUSEKEEPING AND WASTE</b>	<b>18</b>
<b>22.</b>	<b>WORKING PATTERNS</b>	<b>19</b>
<b>23.</b>	<b>STRESS</b>	<b>19</b>

## 1. Scope

This documents the requirements for workplace safety within BBC Studioworks. This is in line with the Workplace (Health, Safety and Welfare) Regulations 1992, together with an Approved Code of Practice (ACOP).

## 2. Introduction

BBC Studioworks recognizes the importance of workplace safety and the manages the safety of its employees to ensure that the workplace does not adversely affect the health and safety of employees while they are in within BBC Studioworks. There are several specific risk assessments that are related to workplace safety that are separate to this policy but will be referenced here.

## 3. Training

BBC Studioworks is committed to excellence in people and legal compliance through appropriate training, ensuring employees are competent to fulfil their job role in order to maintain and enhance its position as a leading employer.

Mandatory training is a response to a specific need either in terms of specific job role, studio operational safety requirements (fire evacuation, first aid), or from training needs identified via a role learning needs assessment. The use of an ongoing personal development review also identifies the need for developing new skills, contributing to improved performance, or assisting in the acquisition of knowledge to enhance existing professionalism.

The provision of any training, either in-house or externally, is subject to need, relevance to the individual's job, and where a level of competency is required.

Further details of this can be found in the **Health & safety (Mandatory) Training Policy**.

## 4. Equipment

BBC Studioworks will ensure that all workplace equipment, devices and systems shall be maintained (including cleaned as appropriate) in an efficient state, in efficient working order and in good repair. Where appropriate, the equipment, devices and systems shall be subject to a suitable system of maintenance.

As far as reasonably practicable BBC Studioworks will ensure that all workplace equipment is free of fault likely to affect the health, safety or welfare of workers and provide an adequate level of hygiene. If a potentially dangerous defect is discovered, the defect will be rectified immediately or steps will be taken to protect anyone who might be put at risk.

Equipment that could fail and put workers at serious risk should be properly maintained and checked at regular intervals, as appropriate, by inspection, testing, adjustment, lubrication, repair and cleaning. Any faults should be reported immediately and properly rectified as soon as possible. Action should be taken immediately to isolate and rectify the fault where there is a risk of serious or imminent harm.

Examples of equipment and devices which require a system of maintenance include:

- emergency lighting;
- anchorage points for safety harnesses;
- powered doors;
- lifts;

Further information can be found in the **Risk Assessment for Work Equipment**.

#### **4.1 Electrical Equipment**

Electrical Equipment must be selected specifically for its intended purpose, ensuring that there is an adequate maintenance schedule in place; that the equipment has been regularly inspected and tested; and that the equipment is suitable for its operational environment.

All significant risks associated with its use must be assessed and adequately controlled. Use of such equipment will directly link with the competency of those people both operating it and evaluating the environment in which it can be used safely.

Further guidance can be found in both the **Risk Assessment for Work Equipment** and **Electrical Safety Policy**.

#### **4.2 Portable Appliance Testing (PAT)**

All portable electrical appliances will be part of a routine maintenance system which includes PAT records.

### **5. Ventilation**

Every enclosed workplace must be adequately ventilated with a sufficient quantity of fresh or purified (air conditioned) air. Whether the provided ventilation (air) is directly from a fresh source or through an

air conditioning system, the original source must be uncontaminated by flues, chimneys or other process outlets. The supplied air must be able to be circulated through workrooms; this may be achievable through open windows, fans or via an air conditioning system. The chosen ventilation system should remove and dilute warm, humid air and provide air movement which gives a sense of freshness without causing a draught.

The amount of fresh air that needs to be provided in a workplace will depend on the activities undertaken in an area. Work processes that create heat, dust, fumes or vapours will need an increased air supply to ensure adequate ventilation.

If a purified air system (air conditioning) is used it must give a visible or audible warning if any of the plant fails. Facilities/Health and Safety Managers must ensure that such systems are regularly maintained; such regimes should be carried out by competent person.

## 6. Temperature

During working hours, the temperature inside a workplace building must be 'reasonable'. It is difficult to specify an exact temperature that satisfies everyone because individual preferences vary. People have their own individual 'thermal comfort' level; this is influenced by humidity, sources of heat in the workplace, clothing and how physically demanding work tasks are. Where a work activity is mainly sedentary (e.g. office work), the temperature should normally be at least 16°C. If work involves physical effort it should be at least 13°C. A sufficient number of thermometers should always be provided to allow people to determine the temperature inside a building.

## 7. Noise

Deafness caused by exposure to noise at work is permanent and incurable. Exposure to noise can also cause other forms of hearing damage e.g. tinnitus, which is a sensation such as 'ringing' or 'buzzing' in the ear, which can also occur in combination with hearing loss.

Exposure can occur from various sources including the surrounding environment, headphones and earpieces.

All reasonably practicable measures must be taken to prevent exposure to noise levels, the use of hearing protection must be considered as a last resort.

Managers are responsible for ensuring risk assessments are carried out and appropriate control measures implemented for persons involved in the activities.

Selection of appropriate equipment and methods of working by departments in control of equipment or work areas may help ensure that persons are not exposed to excessive noise levels.

For further information and guidance see the **Risk Assessment for control of noise in studios** and **Policy: Noise & Sound**.

## 8. Lighting

Good lighting in the workplace is important, it allows workers to see everything adequately and makes it quicker and easier to identify and avoid hazards. In accordance with the Management of Health and Safety at Work Regulations BBC Studioworks will assess possible risks associated with lighting in the workplace.

To ensure lighting is suitable and sufficient several aspects of the lighting, the workplace and individuals have to be considered, the regulations state the following:

- Lighting should be sufficient to enable people to work, use facilities without experiencing eye-strain, and safely move from place to place. Where necessary, artificial lighting should be provided at individual workstations, and at places of particular risk.
- Stairs should be kept well-lit and the lighting should not cast shadows over the main part of the treads. Outdoor traffic routes used by pedestrians should be adequately lit after dark.
- Lights and light fittings must be selected, positioned and maintained, so that they avoid annoying glare and do not cause a hazard (e.g. electrical, fire, radiation or collision).
- Lights and windows should be cleaned, repaired or replaced, as necessary, before the level of lighting becomes insufficient. Avoid obscuring light by placing items in front of lights and windows (e.g. stacked goods). Light switches should be positioned so that they may be found and used easily and without risk.
- Where possible, position workstations to take advantage of the natural daylight available. However, where this would result in excessive heat or glare at a workstation, it should be repositioned or the window or skylight should be shaded.
- Emergency lighting should be provided in workrooms where sudden loss of light would present a serious risk, for example if a potentially hazardous process needs to be made safe, and this cannot be done safely without lighting, or if there is no natural lighting.
- Emergency lighting should be powered by a source independent from that of normal lighting. It should be immediately effective in the event of failure of the normal lighting, without need for action by anyone. It should provide sufficient light for workers to take any action necessary to ensure theirs, and others', health and safety.

## 9. Room Dimensions and Space

All workrooms must have sufficient floor area, height and unoccupied space to ensure the health, safety and welfare of all those that occupy it; people must be able to move about with ease. The volume of the room when empty, divided by the number of people normally working in it, should provide for at least 11 cubic metres per person. If a room is more than 3 metres high the maximum height should be calculated at 3 metres. Eleven cubic metres per person is a minimum, there may be a need for more space depending on the layout, contents and nature of work.

The number of people who may work in any particular room at any one time will depend not only on its size, but on the space taken up by furniture, fittings, equipment, and the layout of the room.

Workrooms, except those where people only work for short periods, should be of sufficient height (from floor to ceiling) over most of the room to enable safe access to workstations.

## **10. Floors and Traffic Routes**

Floors and traffic routes must be sound and strong enough for all loads placed on them and expected traffic use. Surfaces must not have holes, be uneven or slippery and must be kept free from obstructions that could cause a slip, trip or fall hazard. Facilities/Health and Safety Managers should ensure that maintenance regimes are implemented to keep floors and traffic routes in safe conditions.

A 'traffic route' is any route for pedestrians and/or vehicles. BBC Studioworks must ensure that enough traffic routes are provided and they are of sufficient width and headroom to allow people and vehicles to circulate safely.

Pedestrian and vehicle routes should be segregated, however if they have to share a route clear marking must be provided to designate a safe walkway from a vehicle route. When pedestrians need to cross a vehicle route the crossing must be clearly marked, well lit, and bridges or subways used if appropriate.

The risk of vehicles having to reverse should always be avoided if possible by the use of one-way systems. Appropriate speed limits should be set where pedestrians and vehicles share an area.

Safety in loading bays should be proactively managed and the area should be risk assessed to identify hazards and implement safe systems of work. Loading bays must have at least one exit point from lower levels, or a refuge be provided to avoid people being struck or crushed by vehicles. Where a load is tipped into a pit and the vehicle could fall into it, barriers or portable wheel stops should be provided at the end of the traffic route.

For further information & guidance see the **Risk Assessments for Vehicles and Ring Road**

## **11. Windows**

Every window (or other transparent or translucent surface in a wall) must be made of a safety material or be protected against breakage. It must also be appropriately marked or incorporate features to make it apparent. Windows which are capable of being opened, closed or adjusted must not pose any risk to the health and safety of the person doing this. When a window is open it must not be a hazard to any person near it.



All windows must be designed so that they can be safely cleaned. Cleaning methods might include the use of mobile elevated work platforms, ladders or abseiling. A Facilities/Health and Safety Manager must ensure that the methods of cleaning windows have been risk assessed and method statements compiled. In many cases window cleaning is undertaken by a contractor, when this occurs a Facilities/Health and Safety Manager must be assured of the competence of the chosen contractor. For further information and guidance see **FM Risk Assessment Windows and Window Cleaning**.

### **11.1 Windows and transparent or translucent doors, gates and walls**

Every window or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate shall, where necessary for reasons of health or safety be of safety material or be protected against breakage of the transparent or translucent material; and be appropriately marked or incorporate features so as, in either case, to make it apparent.

When assessing whether it is necessary for transparent or translucent surfaces in doors, gates, walls and partitions to be of a safety material or be adequately protected against breakage, pay particular attention to the following cases:

- in doors and gates, and door and gate side panels, where any part of the transparent or translucent surface is at shoulder level or below;
- in windows, walls and partitions, where any part of the transparent or translucent surface is at waist level or below.
- A transparent or translucent surface should be marked where necessary to make it apparent. The risk of collision is greatest in large, uninterrupted surfaces where the floor is at a similar level on each side, so people might reasonably think they can walk straight through. If features such as mullions, transoms, rails, door frames, large pull or push handles, or heavy tinting make the surface apparent, marking is not essential. Where marking is needed, it should be conspicuous and at an appropriate height (for example with coloured lines or patterns).

## **12. Eating, Rest Facilities & Drinking Water**

Drinking water must be provided in the workplace. It must be in readily accessible places and there must be an adequate supply. The water must be free from contamination. It should be marked as 'drinking water' if there is a risk of people drinking non-drinking water. It is permissible to provide secondary water supplies, such as mains fed purified water systems or bottled water. A sufficient number of cups or other drinking vessels must be provided, unless the supply is from a water jet from which people can drink easily.

Premises/Health and Safety Managers should ensure that adequate maintenance, cleaning and testing regimes are undertaken on the public drinking water supply used in their workplace and any secondary water supplies. Competence should be demonstrated by person(s) carrying out the aforementioned.

Suitable and sufficient rest facilities must be provided at readily accessible places. Rest areas or rooms should be big enough for the demand placed on them, and must have an adequate number of seats with

backrests and tables. The rest facilities should be conveniently located and must be accessible to disabled people at work and appropriate seating provided.

Work areas can be used as an area to rest and eat, provided they are clean and there is a surface to put food on. Where food eaten at a work area might become contaminated a separate rest and eating area must be provided.

When an eating facility is provided it must include a facility for preparing or obtaining a hot drink. If hot food cannot be obtained in, or reasonably near to, a workplace then a means of heating food must be provided (e.g. a microwave). Staff restaurants/canteens can be allocated as eating and rest facilities, provided there is no obligation to purchase food.

Rest rooms and rest areas must segregate smokers from non-smokers to ensure non-smokers are not affected by tobacco smoke. Since 1st July 2007 it has been against the law to smoke in all enclosed public places in England. Reference should be made to this legislation when providing a smoking area, to ensure full compliance with the smoke-free regulations

Rest areas for expectant or new mothers must be provided; they should be near to sanitary facilities and include the facility to lie down.

### 13. Sanitary & Washing Facilities

Appropriate sanitary and washing facilities will be provided at BBC Studioworks. There will be separate facilities for men and women. The facilities will be easy to clean, preferably tiled. Toilet paper will be supplied and facilities for disposing of sanitary dressings. The facilities will be well lit, ventilated, have hot and cold running water and a supply of soap. Basins will be large enough to wash arms and forearms and there must be a means for drying hands. Showers should be provided where necessary for health reasons, e.g. where dirty work is undertaken. Accessible facilities must be provided for people with disabilities.

There must be an adequate number of facilities to ensure that people do not have to queue for long periods to use them and they must be in readily accessible places. The number of toilets and washbasins that need to be provided to meet statutory regulations is given below:

#### Number of toilets and wash basins for mixed use (or women only):

Number of People at Work	Number of Toilets	Number of Wash Basins
1-5	1	1
6-25	2	2
26-50	3	3

51-75	4	4
76-100	5	5

**Toilets used by men only:**

Number of Men at Work	Number of Toilets	Number of Urinals
1-15	1	1
16-30	2	1
31-45	2	2
46-60	3	2
61-75	3	3
76-90	4	3
91-100	4	4

**14. Manual Handling**

Manual handling operations include the lifting, putting down, pushing, pulling, carrying or moving of any load by hand or bodily force. The manual handling of loads is a major cause of injury in the workplace.

Managers must ensure that:

- All manual handling activities are identified to determine whether can be eliminated
- Manual handling that could cause injury should be avoided, e.g. by using mechanised aids
- Where it cannot be avoided, the associated risks must be assessed and controlled, and people must be trained
- Where controls or equipment is identified as a means of reducing risk then staff must be provided with suitable equipment etc. as required
- No one should attempt to carry or move loads beyond their capability

In an office environment, lifting or carrying heavy or awkward loads is unlikely to be a regular occurrence, although the need to occasionally move stationery such as boxes of photocopying paper, to lift boxes off shelves, or to assist in moving furniture, are all foreseeable events where injury could occur.

Where possible the need to handle heavy or awkward loads should be avoided. Large boxes for example can be broken down into smaller units of storage. Where it is not possible to avoid a manual handling activity, then practical measures to reduce the risk should be adopted, for example placing heavier items on shelves at waist height.

When larger objects such as desks and furniture are to be moved, careful planning and assessment of the operation are most important in preventing avoidable injuries. Where manual handling activities involving a significant potential risk are likely to be a regular and foreseeable event, provision of manual handling aids such as a trolley should be considered, together with instruction in correct handling techniques.

Where equipment is to be provided or purchased, managers should ensure it is fit for the intended purpose, maintained in good working order, and that defects are reported promptly.

For further advice and guidance see **Arrangements for Loading & Unloading**.

## 15. Slips, Trips and Falls

Managers must ensure housekeeping is maintained at adequate standards for any areas they control in order to minimise the risk of injury to personnel from slips, trips and falls.

Corridors, stairways and passages must be kept clear of all such hazards and that access to workstation areas are kept uncluttered. Where potential tripping and slipping hazards are identified then immediate action must be taken to remove the hazard either by dealing with the hazard. Assistance should be obtained if necessary to ensure that the danger is dealt with.

- **Slips**

Where slip hazards are foreseeable you should ensure that suitable controls are in place. For example if talent has water to drink on a set ensure that you have a clean-up procedure ready in case of a spill. Ensure that you've assessed the liquid/substance and that you have an appropriate clean-up procedure in place.

- **Trips**

The main source of trip hazards in production is through the use of cable and the appropriate storage of equipment. Ensure where possible that work is undertaken wirelessly and using battery power to eliminate the risk from cables. All equipment including cases should be stored out of walkways and access routes.

- **Falls**

Falls can come in various guises. Where possible eliminate the need to work at height or where a fall may be a possibility. Where it is essential ensure that differences in height are clearly marked. Crew should rehearse in advance the route. Suitable handrails and protection against fall should be in place.

For further advice and guidance see **Risk Assessment for slips, trips and falls**.

## **16. First Aid**

The Health and Safety (First-Aid) Regulations require employers to provide suitable first-aid equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. Employers are required to carry out a risk assessment to decide on the numbers of First Aiders required and the level of training needed.

### **16.1 First Aid Needs Assessment**

A First Aid Needs Assessment should consider the following topics:

- the nature of the work, the hazards and the risks
- the nature of the workforce
- the organisation's history of accidents and illness
- the needs of travelling, remote and lone workers
- work patterns such as shift work
- the distribution of the workforce
- annual leave and other absences of first aiders
- first-aid provision for non-employees
- the size of the organisation.

### **16.2 First Aid Training**

There are two levels of workplace first aider:

- Emergency First Aider at Work (EFAW) – 6 hour course
- First Aider at Work (FAW) – 18 hour course.

Both qualifications are valid for three years, but the HSE guidelines strongly recommend that FAW and EFAW students attend an annual three hour refresher course.

EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work. Topics covered in the EFAW course are – Acting safely, promptly and effectively in an emergency; Cardio Pulmonary Resuscitation (CPR); Treating an unconscious casualty (including seizure); Choking; Wounds and bleeding; Shock; Minor injuries; Preventing cross infection, recording incidents and actions and the use of available equipment.

FAW training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illness such as Fractures; Sprains and strains; Spinal injuries; Chest injuries; Severe burns and scalds; Eye injuries; Poisoning; Anaphylaxis; Heart attack; Stroke; Epilepsy; Asthma; Diabetes.

### **16.3 First Aid Risk Assessment**

Employers are required to carry out a risk assessment to decide on the numbers of First Aiders required and the level of training needed. The findings of the first aid needs assessment will help to decide whether first-aiders should be trained in FAW or EFAW.

For details on the number of first aiders required and for further advice and guidance see **First Aid Provision Statement**.

## **17. Fire**

The Regulatory Reform (Fire Safety) Order is the legislation which states the legal requirements for fire precautions and procedures. It requires a 'responsible person' to be identified; usually the employer, owner or occupier of a premises. This person is responsible for carrying out a fire safety risk assessment, implementing appropriate fire precautions and maintaining a fire management plan. If there is more than one 'responsible person' on a premises due to multi-occupancy they have a legal duty to cooperate and coordinate with each other. The 'responsible person' must have the relevant competence to undertake the role.

### **17.1 Fire prevention**

The fire risk assessment is the key to fire prevention arrangements; it helps the 'responsible person' identify necessary fire precautions. The assessment must be completed by a competent person, include any precautions for the use of dangerous substances, be reviewed regularly or if a specific need arises. Any actions taken as a result of the fire risk assessment must be recorded.

Facilities/Health and Safety Managers should ensure that they implement procedures to ensure good housekeeping standards. A positive attitude by employees towards housekeeping will help avoid fire risks. Any facilities provided for the removal of waste should always minimise the accumulation of waste which will reduce fire risks.

Building and plant maintenance programmes assist in reducing fire risks. Any maintenance regimes or repairs which may create significant fire risks should be subject to a permit to work system; where close monitoring can be implemented.

The 'responsible person' must ensure that employees are provided with information on fire precautions and procedures. A key part of fire prevention is delivering fire safety training to employees. Such

training would advise on how to reduce fire risks. It must be given to new staff and be repeated periodically or when appropriate.

### **17.2 Fire detection**

The 'responsible person' must ensure that the premises are equipped with appropriate fire detection and alarm systems. Systems must be subject to a testing and maintenance regime and records kept.

### **17.3 Fire suppression**

The 'responsible person' must ensure that the premises have adequate and appropriate fire fighting equipment (FFE) that is accessible, easy to use and identifiable by signage. Any equipment must be subject to testing and maintenance regimes and records kept. The 'responsible person' must ensure that an adequate number of competent people are trained to use fire fighting equipment. Fire extinguishers must be provided and other systems might include fire blankets, sprinklers or gaseous suppression systems. Any systems provided for use by the Fire Service, such as wet or dry risers, must also be maintained.

for further advice and guidance see **Audience Fire Evacuation Protocol, Fire Evacuation Procedures, Fire Safety – Props and Scenery, Studio Fire Evacuation Procedures and Fire Risk Assessments.**

## **18. Work Stations & Seating**

In accordance with the Workplace (Health, Safety and Welfare) Regulations, workstations must be suitable for any person working in the workplace to work at that workstation, and suitable for any type of work that is carried out there. Workstations must be positioned to allow people to leave an area quickly in an emergency. Workstations must also be positioned to ensure they do not pose any trip or fall hazards. Workstations must provide protection from adverse weather if outside.

Seating must be provided for every person working in a workplace, whose work (or substantial part of it) can or must be done sitting down. Seating must be suitable for the person to whom it is provided and for the task that will be performed from the seat. Footrests must be provided where needed. It is necessary to provide a footrest when a person's feet do not reach the floor when the height of their seat is adjusted correctly.

If a person has a special need and requires a workstation or seat that is suitable for their need a procedure should be put in place to ensure such equipment is provided. Competent advice should be sought regarding such special needs to ensure a correctly fitted and adjusted workstation and/or seat is

provided. An example might be the need to provide a height adjustable workstation for a very tall person.

Procedures must be put in place to ensure that any damaged workstation or seat is reported so that it can be repaired or disposed of. All workstations and seating should be provided in accordance with the Health and Safety (Display Screen Equipment) Regulations.

### **18.1 DSE**

Display screen equipment, process control screens, and similar display units are subject to the Health and Safety (Display Screen Equipment) Regulations 1992. Further guidance on this can be found in the **Risk Assessment for Display Screen Equipment (DSE)**.

## **19. People with Disabilities**

The controls identified by risk assessments must be appropriate for the whole workforce. Arrangements must be adequate to ensure that those disabled by the environment are not at risk. Individual disabled members of staff should be involved in planning arrangements for safe evacuation in the event of an emergency. For disabled visitors their host must advise premises management of any particular needs with regard to access, egress and emergency evacuation. Line Managers must ensure an appropriate evacuation plan is in process and communicated to those in the immediate area to aid a Disabled Person from the building should the need arise. Line Managers should be mindful of the fact that the need to cover holiday within the plan must also be considered.

### **19.1 PEEPs**

Where a person who regularly uses a building might need assistance in escaping in an emergency, a PEEP (Personal Emergency Evacuation Plan) must be developed and implemented. Each person, each building and workplace is different. A PEEP which is adequate for one building or workplace is not necessarily suitable for another and this should be taken into account when developing the PEEP in line with the individuals work activities and movements.

It is every line manager's responsibility to design, maintain and communicate a PEEP for each disabled member of their staff. Contact your safety advisor for more information and assistance in developing your PEEP.

### **19.2 Productions and Events**

Anyone who provides a service directly to the general public including theatres, other performing arts venues and live event performances are termed service providers. They have responsibilities under the Disability Discrimination Act (DDA) to make 'reasonable adjustments' to premises, policies and procedures to make them accessible to disabled people.

For example, allowing support or assistance dogs, ensuring physical access to an auditorium or providing an induction loop for a hearing impaired audience member



### 19.3 Access

Assessing access requirements requires forward planning. The earlier participants' needs are identified, the better the chances of effectively meeting those needs. You should be aiming to make all events accessible to everyone by selecting a suitable venue, so that all sections of the community can attend.

Ensure:

- The venue has either ramped, level or lift access to all areas where a disabled person may need to go.
- All door widths are at least 860mm (34 inches) wide.
- Public transport is within an appropriate distance.
- Car parking is available (preferably on site), and that designated car parking close to the entrances can be arranged for blue badge car drivers (within 50m). Access from the car park to the entrance door/gate must be level or have dropped kerbs. Ensure the car parking area is well lit with a firm, level surface. Avoid routes over loose gravel etc.
- Clear signage to lifts or ramped access if needed.
- The venue has toilets that are suitable for use by wheelchair users. Bear in mind that a toilet with a wide door isn't necessarily accessible. Support rails, easy turn taps, alarm, and reachable soap and drying facilities are also important. All other amenities which may be used by participants can be accessed and used by disabled people.
- Check for trip hazards, possible obstructions, uneven surfaces.

### 19.4 Signs

- Ensure that any signs are clear, preferably dark lettering on light background.
- Ensure lettering is mix of upper and lower-case and large print.
- Keep signs at a level at which they can be read by people using wheelchairs (1400-1700mm or 55-67inches).
- Where appropriate use tactile signs.
- Provide picture signs where possible – Use universally-recognised signs e.g. white wheelchair on blue background or symbol advertising availability of induction loop.

### 19.5 Layout

- Ensure access and egress routes are free of clutter.
- Check fire exits (and evacuation routes for wheelchairs)
- Ensure sight/hearing lines to speakers is clear (e.g. for lip readers where appropriate)
- Allow appropriate space for wheelchair users (not necessarily all together in "disabled" area)
- Allow space in gangways and between rows for wheelchairs
- Make sure sign language users/lip readers have relevant reserved spaces
- Provide a variety of seating if possible

- Check availability of induction loop or arrange hire and installation where needed. Make sure someone knows how it works and that appropriate signs indicate availability. Check that it works.
- If you are using other electronic equipment make sure it doesn't cause interference. Check PA works and that acoustics don't distort sound.

## 20. Facilities for pregnant women and nursing mothers

Some aspects of work can affect the safety of women who are pregnant or have recently given birth. In some circumstances there may also be a risk to the child. For instance those who are pregnant are at an increased risk of injury when lifting and carrying, and the jolts experienced when riding in vehicles off road may increase the risk of miscarriage.

Staff should be encouraged to inform their managers in good time when they become pregnant so that the assessment for their work can be reviewed and any necessary changes made in good time. They should be encouraged to inform managers if they have been through labour in the last six months and if they are breast feeding, particularly if they work with hazardous substances. It is obviously a time when sensitivity is needed.

### 20.1 Ergonomics

Studies have shown that the two aspects of work that most frequently worry pregnant women is lifting, and standing for long periods of time. In order to address those concerns managers should look at the layout of the workplace, the work organisation and the work activities carried out by the member of staff.

### 20.2 DSE

Display screen equipment needs to be comfortable to use. As a woman's pregnancy develops and her shape changes the workstation needs to be kept under review to ensure that it is being adapted to allow for the changes needed.

Health and Safety Executive guidance reiterates that there is no risk of radiation from display screen equipment. However adverse press speculation has created concerns and this can lead to stress which is harmful. If reassurance is needed arrange an appointment with the Occupational Health Department.

### 20.3 Manual Handling

The amount, weight and frequency of items to be lifted and carried must be reconsidered. Storage

arrangements should also be reviewed to minimise stretching and bending. Hormonal changes will affect the ligaments. In addition changes in size and the altered centre of gravity may lead to postural problems, backache and greater susceptibility to injury when involved in manual handling tasks. There are other activities that will be more hazardous as the pregnancy develops. For example as size increases agility reduces and balance alters so work on ladders and on slippery surfaces may become more difficult to achieve safely.

## 20.4 Work Organisation

Intense work (e.g. live programmes) may increase an individual's blood pressure. For those who work under intense pressure advice should be sought from their doctor about how to manage the situation.

## 20.5 Rest Facilities

Rest facilities and seating should be provided for all staff (this can be at their desks) but it is particularly important for those who are pregnant. They need to be able to take breaks and change their position to avoid over-tiring muscles.

For further information & Guidance see the **Risk Assessment for New & Expectant Mothers**.

## 21. Cleanliness, Housekeeping and Waste

There are benefits to developing good standards of housekeeping in workplaces. Slip, trip and fall hazards are eliminated, the risk of fire igniting and spreading is reduced and problems with pests can be prevented. Facilities/Health and Safety Managers should consider the following with regard to housekeeping in order to develop and maintain a safe environment:

- Implement an efficient system to respond to employees requests for assistance
- Encourage employees to report faults, broken equipment, cleaning requirements etc
- Assess slip, trip and fall risks
- Implement procedures to ensure that spillages are reported and cleared up quickly
- Provide adequate waste removal and storage facilities
- Ask employees not to store items on floors in work areas
- Provide adequate storage for personal and work items
- Provide fire safety training for all employees to promote good fire safety standards
- Choose fixtures, fittings and equipment that are easy to clean
- Implement good maintenance regimes for floors, traffic routes, doors, windows etc
- Ensure cleaning specifications allow for deep cleaning in addition to general requirements
- Implement procedures to keep cables tidy and ask employees to report trailing cables
- Avoid employees having to carry food or drink over long distances
- Carry out workplace inspections

Additional to this cleanliness at BBC Studioworks is important and the management will ensure that every workplace and the furniture, furnishings and fittings therein shall be kept sufficiently clean.

Cleaning will be carried out by an effective and suitable method and without creating, or exposing anyone to, a health or safety risk.

For further information and guidance see **FM Risk Assessment on House Keeping**.

## 22. Working Patterns

Those who manage or schedule the work of others and also those who self-schedule need to be aware of the risks of long working hours and fatigue.

Schedules must be planned to avoid excessive hours and comply with relevant legislation. Staff who self schedule must be trained to recognise the signs of fatigue and the measures to take to reduce the risks.

Working hours must be planned appropriately, monitored and adjusted as necessary. The working pattern should be considered as part of the risk assessment and must be organised so that the length of each day is not excessive.

## 23. Stress

Health and safety managers can play a key role in the prevention of work related ill-health through their expertise in organisational health and safety management systems, the principles and practice of risk assessment and the legal framework.

BBC Studioworks recognises work related stress as a legitimate health and safety topic. In terms of prevention, work related stress will be dealt with like any other health and safety risk.

Health & Safety managers will work closely with human resource and occupational health advisers to manage the risk that work place stress may have on other health & safety matters and will contribute towards training for managers to recognise the signs and risks.