



BBC Studioworks

Safe Movement and Build of Sets, Scenery and Props

Risk Assessment

TABLE OF CONTENTS

1 INTRODUCTION	2
2 GUIDANCE	2
2.1. MANUAL HANDLING:	2
2.2. SET BUILD:	2
2.3. SET ADJUSTMENTS:	2
2.4. PROPS:	3
2.5. ELECTRICAL PRACTICALS:	3
<i>APPENDIX 1: RISK ASSESSMENT SAFE MOVEMENT AND BUILD OF SETS, SCENERY & PROPS</i>	4

1 Introduction

This risk assessment and guidance document gives general guidance on safe movement and build of sets, scenery and props at Television Centre. At the end of the document you will find a generic risk assessment to cover this activity. It covers all reasonably expected hazards and controls required in undertaking the tasks required. If your required activity is not covered in this document please speak to the Studio Manager to ensure that a suitable risk assessment is undertaken.

2 Guidance

2.1. Manual Handling:

The nature of moving and setting up of Set, Scenery and Props involves manual handling and eradicating it completely is impracticable. Therefore, the risks associated with must be carefully managed.

Where possible aids such as trucks or mounted sets should be used when moving equipment to reduce hazards from manual handling. This should also include making pieces easier to hold, clearly labelled weights and centres of gravity. Hand holding devices should be fitted where possible to aid safe lifting

All pieces of set should be designed with safety in movement and storage in mind. The production must ensure that scenery teams are given information on safe movement, storage and erection of scenery and set from the set designer in advance of production.

All staff required to undertake manual handling regularly as part of their role must have received training in safe manual handling techniques

2.2. Set Build:

Productions must ensure that all instructions on how sets are to be built safely must be provided to the Studio Manager and the scenic crew in advance. This should include full identification of specific the hazards associated with the particular set along with recommended operational instructions where appropriate. Weights and centres of gravity must be clearly marked on all pieces.

2.3. Set Adjustments:

There are examples of when adjustments to sets might need to be made to either reduce manual handling hazards such as putting sets on wheels or where productions may require changes after initial builds and other adjustments may need to be undertaken. Adjustments should only be undertaken by competent people who are trained and experienced in building sets and similar activities. They must always be made in conjunction and discussion with the designer and original builder. The team leader supervising the work must make a record of the changes made and how these affect the safety of the set including changes on how it should be handled, erected and dismantled and any other applicable information.

2.4. Props:

The same considerations must also be given to the movement and handling of props as with sets and scenery. Information on how to safely handle them should be provided to scenic teams.

2.5. Electrical Practicals:

Due to the nature of productions, sets may be used long term. Consideration must be given to continuing to ensure that electrical practicals within sets are regularly tested over prolonged periods in line with PAT testing guidance. On continuing series, this should be annually. Where sets are stored for prolonged periods between series an inspection may be required before the start of a new series or longer depending on the circumstances. Electrical Props should also be included in similar regimes

APPENDIX 1: RISK ASSESSMENT SAFE MOVEMENT AND BUILD OF SETS, SCENERY & PROPS

The people that might be harmed: BBC Studioworks employees, contractors

HAZARD	CONTROLS
<ul style="list-style-type: none"> Manual Handling 	<ul style="list-style-type: none"> All staff required to undertake regular manual handling activities must have training in safe manual handling techniques All contractors provide competent people who are trained in safe manual handling techniques. Weights are clearly marked on all pieces of set and scenery Centre of gravity is clearly marked on all pieces of set and scenery Where possible all set and scenery is broken down into small component parts to make carriage safer Large pieces of set which cannot be broken down should be moveable by use of wheels. Trolley, pallet trucks and teddy trucks and trailers are provided to move heavy items. Share the load where items are particularly heavy. Productions and Set designers must give staff plans and method statements on moving large pieces of set and scenery. All loads should be assessed using TILE (Task, Individual, Load and Environment). All set manual handling activities are supervised by a competent supervisor, trained and experienced in scenic work and manual handling. Any sets that need to be moved once in place must be on wheels to aid safe movement.

HAZARD	CONTROLS
<ul style="list-style-type: none"> Falls from Height – Use of Ladders/Stepladders 	<ul style="list-style-type: none"> Ensure that all equipment used to perform work at height is regularly maintained and fit for purpose. Visually inspect all ladders and step ladders before use. Ladders should only be used for working at height when using equipment offering a higher level of fall protection is not justified because of the low risk and short duration of use. Anyone working at height should be competent and experienced in the use of the equipment used.
<ul style="list-style-type: none"> Items falling from height 	<ul style="list-style-type: none"> items of equipment must be effectively secured, for example by attaching to belts or lanyards, doing up pockets or using other ties Exclusion zones around work areas should be put in place when working at height. When working on the glass floor ALL tools must be secured either by being attached to belts or the operator by handles or lanyards.
<ul style="list-style-type: none"> Building and dismantling of Sets 	<ul style="list-style-type: none"> All productions to give clear instructions on how sets are to be built dismantled and stored safely. Equipment used to put up sets is regularly visually inspected and taken out of service where necessary.
<ul style="list-style-type: none"> Changes to sets 	<ul style="list-style-type: none"> All work undertaken to change and adapt sets from their original design must be risk assessed, recorded and the controls given to scenic teams by a competent person to aid safe movement of sets and scenery and to ensure work is undertaken safely.

HAZARD	CONTROLS
<ul style="list-style-type: none"> Use of Tools 	<ul style="list-style-type: none"> All tools used should be inspected regularly and visually before each use. All electric tools must be regularly PAT tested. All users should be competent in safe use of the tools required. Where necessary training should be provided in safe use of specific tools Any appropriate must be worn when tools are in use Tools must be used with appropriate safety equipment or suitable alternatives in place e.g. use of temporary ventilation systems. Tools provided must be fit for purpose and fit for the environment they are used in. Eye protection must be used when using tools where there is a risk of flying particles Open-bladed knives, screwdrivers and other sharp tools to be carried and used so as to not cause injury to user or others. Tools must be stowed away safely when not in use. Manager to monitor use and quality of tools used.

HAZARD	CONTROLS
<ul style="list-style-type: none"> Electrical Practicals and props 	<ul style="list-style-type: none"> All sets with electrical practicals must either be provided PAT tested or must be tested before use. For practicals in long term sets an assessment should be undertaken to determine when PAT testing must be repeated in line with guidance. In-between assessments a visual inspection should be done before each use All electrical props must be PAT tested where appropriate. They must also be visually inspected before use. For electrical props in long term use an assessment should be undertaken to determine when PAT testing must be repeated in line with guidance (usually annually)
<ul style="list-style-type: none"> Props 	<ul style="list-style-type: none"> Teams to be made aware of hazards associated with handling or setting any props which may include but not limited to weight, centre of gravity, shape, sharp edges. Information should in the first instance be provided to the scenic team. Once collated supervisors must provide information to scenic hands