



BBC Studioworks

BBC Elstree, Studio D Audience Guidance and Risk Assessment

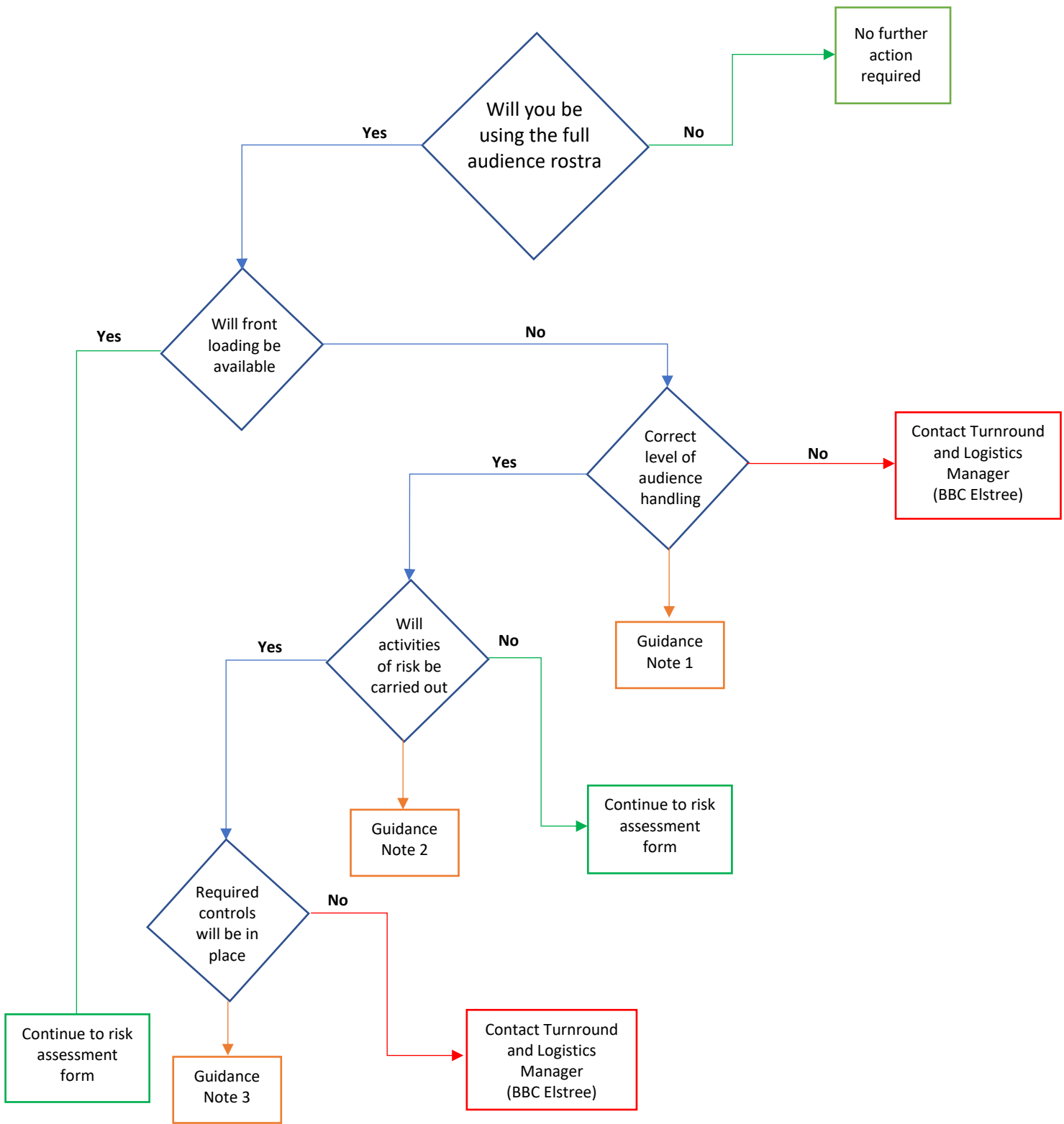
Introduction

This guidance document is provided to outline the requirements and controls that should be in place, as well as offer guidance to staff and occupants, when using Studio D's audience rostra with more than 280 audience members occupying at any one time where there is no access or egress available from the front of the rostra.

For such use, the studio/set plans will be required to be submitted to Hertsmere Borough Council. The Turnround and Logistics Manager (BBC Elstree) will submit all such plans on the studio on the productions behalf. Where there are observations, conditions or representations from Hertsmere Bourough Council, the Turnround and Logistics Manager (BBC Elstree) will forward onto production to make the necessary amendments, where applicable. Any such representations must be addressed to enable the full rostra (or use greater than 280) to be used.

Where the full audience rostra is required for a production without any access or egress from the front of the rostra onto the studio floor, specific control measures must be confirmed, reducing the risk factor and increasing the number of occupants. Where certain activities are planned, including (but not limited to) SFX, the request and control measures have been identified and applied.

Guidance Flowchart



Guidance Notes

Guidance Note 1: Audience Handling

To facilitate the whole audience rostra being used whilst front loading is unavailable, it is important that the correct level of audience handling staff are used and in place. The audience handling staff must be aware of the building emergency procedures and routes out of the studio.

The number of audience handling staff employed for this provision must be a minimum of 9 persons, plus supervisor to monitor and manage the audience. This includes during normal loading conditions and during emergency situations. The position of the team will include rear access doors and egress (both egress route staircases and front of audience rostra). Audience handling team will be responsible for the management of evacuating audience members and providing clear instructions.

Guidance Note 2: Activities of Risk

Activities of risk include, but not limited to, SFX (pyro, live/open flame), provision of intoxicating substance (alcohol) to members of audience, vehicles or fuel storage on set, isolation of smoke detection (in the studio) for the use of haze, use of smoke (more dense effect than haze).

Guidance Note 3: Control Measures (for activities of risk)

It is important that any activity of risk used during the production has the correct level of control in place, to reduce the risk of fire and construction / delay to safe egress of audience members. The control measures should include, as a minimum within the risk assessment;

- Informing the Resource Manager at the earliest opportunity that an activity of risk will be in place, whilst full audience rostra is in use (without front loading);
- Adequate numbers of staff to facilitate fire watch and investigation, in the event of a detector/call point activation;
- Appropriate firefighting equipment in place – production to supply supplementary equipment where required, based on activity and operational risk assessment;
- Briefing to both audience handling staff to outline activities on set and control measures in place, as well as studio audience briefing;
- Sufficient means of maintaining visual contact of emergency exit routes (where smoke effects are used in the studio), by means of extraction, limitation of smoke use and directional smoke effect;
- Provision of competent / expert contractors or persons for activities such as SFX, to ensure risk of fire is managed correctly;
- Confirmation of appropriate level of audience handling staff (as outlined in guidance note 2)

Risk Assessment Form

Production Company:			
Name of Production:			
Location address:	BBC Elstree Studios, Studio D		
Date or period risk assessment covers:			
Producer:		Mobile:	
Production Manager:		Mobile:	
Turnround and Logistics Manger (BBC Elstree):		Mobile:	
Resource Manager		Mobile:	

All Plans and this completed risk assessment **MUST** be submitted to the Turnround and Logistics Manager (BBC Elstree) for submission to Hertsmere Borough Council.

Information and Procedures

1. The audience will be greater than 280 Please choose
2. Correct number of audience handling staff used (see guidance note 1) Please choose
3. SFX, haze or similar will be in place during the production, with appropriate controls in place (as per guidance note 3) Please choose
4. Will all egress routes be continually inspected and monitored before and during the production, whilst audience are in place Please choose
5. Will all audience members (and production where relevant) be briefed on emergency arrangements, before the record or transmission starts Please choose



Please confirm

This risk assessment form and associated plans have been submitted to the Turnround and Logistics Manager (BBC Elstree) (michael.barry@bbcstudioworks.com)

Please select.

Hazards Identified and Risks Arising		1. Risk Assessment & Precautions Required
Hazard:	To Whom:	
<p>Egress of audience members in an emergency Injury or delay of egress / place of ultimate safety during an emergency when audience numbers greater than 280 (full rostra of 319 in use)</p>	<p>Audience, audience handling staff, BBC staff</p>	<ul style="list-style-type: none"> • Correct number of audience handling staff employed (as outlined within this document) and are fully proficient in the emergency arrangements and building plan at the studio • Continual testing and monitoring of existing fire alarm, fire detection and firefighting equipment • All plans are submitted to the Turnround and Logistics Manager (BBC Elstree) for submission to Hertsmere Borough Council. • Egress routes are monitored continually by audience handling and facilities/security when audience are in the studio • Disabled audience members will be located in designated viewing area, with supervision and unobstructed egress (horizontal egress) to place of ultimate safety • SFX or similar effect used will have additional risk assessment by production and SFX supervisor, taking into account studio and audience use. No storage of fuel or combustible material in studio, all such material will be securely stored in appropriate store, outside of the studio. • BBC Workplace continually monitor fire alarm and detection. Appropriate number of staff in place by BBC Workplace (or their contracted facility management) trained to investigate activations. Sufficient numbers in place to complete investigation within minimal time frame. Audience handling staff made aware of all investigations pending, with supervisory staff allocated to disabled viewing area on standby to initiate egress • Fire risk assessment in place at the premises, with regular fire drills in place.

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Hazards Identified and Risks Arising		1. Risk Assessment & Precautions Required
Hazard:	To Whom:	
Use of SFX (or activity of specific risk, as outlined in guidance note 3) whilst full rostra in use (without front loading).	Audience, audience handling staff	<ul style="list-style-type: none"> All plans and risk assessments to be submitted to BBC Studioworks which will be reviewed to see if there are any areas of concern Competent supervisor used for all SFX activities. All such planned use of SFX must be discussed in advance during planning meetings, prior to the product record or transmission. SFX activity and plans must be approved by BBC Studioworks if full rostra is being used and if no representations made by Hertsmere Borough Council.
<p>Provision of alcohol to members of public</p> <p>Impact of safe egress time or inability to understand instructions through intoxication</p>	Audience, audience handling staff	<ul style="list-style-type: none"> Any production that provides alcohol to audience members will ensure that level of provision is extremely minimal, challenge 25 policy is enforced and persons arriving to the studio already suspected as being under the influence of alcohol (or other intoxicating substance) will not be permitted entry SIA registered security on site to ensure such entry requirements are enforced, providing licensed staff to refuse entry or remove persons, if necessary