



## STUDIO PREPARATION AND GENERAL STUDIO RISK ASSESSMENT

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

HAZARD	CONTROLS
<p><b>Setting/ Striking</b> - Manual Handling</p>	<ul style="list-style-type: none"> <li>• Sets have been designed to be manually handled (i.e. weight and centre of gravity marked on each section where applicable, carry handles, lightweight construction etc. [See also individual set risk assessments])</li> <li>• Manual handling is minimised – i.e. use of trolley s, castors are fitted to large sections, transportation by teddy truck, storage of sets next to studio of use etc.</li> <li>• Scene hands are physically fit, and have received Manual Handling training.</li> <li>• Safe working methods adopted – e.g. 2- person lifts, good communication and cooperation, etc.</li> <li>• Scene hands have been issued with (or have available for use) appropriate PPE – e.g. Safety shoes/boots, gloves, etc.</li> </ul> <p>See also separate manual handling risk assessment for setting/striking.</p>



<p><b>Setting/ Striking – Slips &amp; Trips</b></p>	<ul style="list-style-type: none"> <li>• Routes of travel are to be kept clear at all times</li> <li>• Prior to moving large or heavy set/prop items, the route shall be checked to ensure it is free from obstructions.</li> <li>• Cables are ramped, taped or matted wherever practicable.</li> <li>• Large quantities of liquid are only allowed in the studio with prior permission.</li> <li>• Small quantities of liquid (e.g. drinks for talent) are allowed. Spillages are mopped – up as soon as possible.</li> </ul>
<p><b>Setting/Striking – Electricity</b></p>	<ul style="list-style-type: none"> <li>• Only competent people work on electrical systems.</li> <li>• All studio electrical supplies are tested on a routine basis.</li> <li>• Studio electrical supplies are protected by RCDs.</li> <li>• Sets are routinely inspected and tested for electrical integrity, and are visually checked every time they are set in position.</li> </ul>
<p><b>Setting / Striking – Use of cranes / hoists / winches</b></p>	<ul style="list-style-type: none"> <li>• Only competent people work on or use cranes and hoists.</li> <li>• Winches are only to be used by people who have been trained to do so.</li> <li>• Where several winches work in unison to effect a lifting operation, the operator is to maintain line of sight at all times during lifting or lowering.</li> <li>• All lifting equipment and lifting accessories are inspected by a competent person in accordance with the LOLER 1998 regulations and the BBC Studioworks ' Work Equipment &amp; Statutory Inspections' Policy and Code of Practice.</li> </ul>



<p><b>Setting / Striking - Glass</b></p>	<ul style="list-style-type: none"><li>• The use of glass within studios and stage sets is avoided wherever possible.</li><li>• Where possible, rubber glass, sugar glass or plastics such as corbex or Perspex are used.</li><li>• If real glass is to be used then it would be either laminated or toughened glass.</li><li>• Where unavoidable, sets containing real glass would be clearly marked and appropriate warnings posted. Glass would be brought to the studio and installed as a separate operation. The fitting and removal of the glass</li></ul>
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	<p>will only be undertaken in an area free of other production activity and a realistic amount of time allocated for both operations.</p> <ul style="list-style-type: none"> <li>• Glass may only be installed in the studio set by either a glass contractor or a scenic Craftsman. In either case, it will only be fitted once the relevant flattage is set, and must be removed before striking commences in that area.</li> <li>• Bold warning labels will be attached prominently to both sides of any annealed glass the moment it is installed and would remain in place throughout the production wherever practicable.</li> <li>• If the glass is broken accidentally, production activity must stop in that area until the pieces are safely cleared.</li> </ul>
<p><b>Setting / Striking – Supporting trusses</b></p>	<ul style="list-style-type: none"> <li>• Hanging points are identified and Safe Working Loads have been established.</li> <li>• Visual inspection upon assembly and raising / lowering of trusses</li> <li>• Trusses are built for purpose, and are maintained, examined and tested in accordance with the manufacturer's instructions.</li> </ul>
<p><b>Setting / Striking – Sharp edges</b></p>	<ul style="list-style-type: none"> <li>• Sharp edges are eliminated by design to the greatest possible extent.</li> <li>• Gloves are provided to scene hands.</li> </ul>
<p><b>Setting / Striking - Stairs</b></p>	<ul style="list-style-type: none"> <li>• If present in the design or build of a set, stairs will have been properly designed and built by competent persons.</li> <li>• Where necessary, handrails shall be provided.</li> </ul>



<b>Setting / Striking</b> – Suspended scenery	<ul style="list-style-type: none"><li>• Suspended scenery (if present) shall be assembled according to the manufacturers instructions and inspected prior to being raised into position.</li></ul>
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	<ul style="list-style-type: none"> <li>• Safety bonds shall be fitted to all hanging points.</li> <li>• Safe working loads of suspension points or winches shall be assessed for suitability prior to suspending the scenery.</li> </ul>
<b>Setting / Striking – Video Walls</b>	<ul style="list-style-type: none"> <li>• Video walls (of various sizes and numbers of cubes) are fitted with castors to assist in their movement.</li> <li>• Cubes are fixed into a rigid frame.</li> <li>• Safe working methods are adopted – e.g. 2, 4 or 6 person moves (as necessary), use of mechanical lifting aids for the removal or replacement of cubes in the wall.</li> <li>• Replacement / future video walls shall be procured with due consideration for H&amp;S factors.</li> <li>• Scene Hands are provided with safety shoes and gloves.</li> </ul>
<b>Setting / Striking – Vehicles</b>	<ul style="list-style-type: none"> <li>• Teddy trucks and scenery trailers are only driven/towed by trained persons.</li> <li>• A full maintenance agreement is in place for the teddy trucks.</li> <li>• Trucks are fitted with flashing beacons and are a conspicuous colour.</li> <li>• Reversing of teddy trucks will be undertaken with a banksman/observer</li> </ul>
<b>Setting / Striking – Working at height</b>	<ul style="list-style-type: none"> <li>• Work at height is avoided wherever possible.</li> <li>• Where unavoidable, work at height is minimised and undertaken by competent persons.</li> <li>• Where ladders are used, it is only for short duration work.</li> <li>• Work at height is not undertaken alone.</li> </ul>

	<ul style="list-style-type: none"> <li>• Where the need for working at height is not short-term, suitable means of access other than a ladder shall be used, e.g. a scissor lift, a person hi-lift, or a mobile scaffold tower.</li> <li>• Where appropriate or necessary, a suitable means of fall arrest or restraint shall be utilised, e.g. harnesses and lanyard.</li> </ul>
<p><b>Setting / Striking</b> – Use of hand tools (inc knives, blades, hammers, etc)</p>	<ul style="list-style-type: none"> <li>• Hand tools are used in preference to powered tools wherever possible.</li> <li>• Powered tools, where their use is unavoidable, shall be battery powered wherever possible.</li> <li>• Guidance issued on the safe use of hand tools.</li> <li>• Specific training on the use of more hazardous tools (training requirement and content to be determined by separate specific risk assessment)</li> <li>• Knives/blades are only to be used where side cutters (or similar) are unsuitable for the task in hand. Care should be taken when using a blade, and cutting movements should be away from the body. Protective gloves to be used for close work involving both hands.</li> </ul>
<p><b>Floor Painting</b> – Use of potentially hazardous substances (COSHH)</p>	<ul style="list-style-type: none"> <li>• All substances used have been fully COSHH assessed (See separate COSHH assessment)</li> </ul>
<p><b>Floor Painting</b> – Manual Handling</p>	<ul style="list-style-type: none"> <li>• Where floor paint needs to be transported from a paint store to a studio for use, it shall be transported using a teddy truck/trailer in preference to manual handling.</li> <li>• If necessary, a two-person lift shall be used to move the paint from the teddy truck/trailer to the studio where it will be used (and vica-versa).</li> <li>• See separate manual handling risk assessments.</li> </ul>



<b>Floor Painting – Ventilation</b>	<ul style="list-style-type: none"><li>• Floor paints are water-based, and have been selected for their low-odour wherever possible.</li></ul>
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	<ul style="list-style-type: none"> <li>• Floor paints have been COSHH assessed (see above).</li> <li>• In studios where ventilation of paint fumes may be a potential problem due to proximity to other working areas, painting shall be restricted to the low odour floor paint. Where this is not practicable, the time of painting shall be restricted to out-of-hours, and consideration paid to the most effective method of ensuring air-circulation and fume ventilation.</li> </ul>
<p><b>Floor Washing – safe operation</b></p>	<ul style="list-style-type: none"> <li>• Maintain safe working practices in line with BBC Construction Managers, method statements and Risk assessments.</li> <li>• Construction Managers should monitor operation offering instruction to staff under their control.</li> <li>• Trained and competent personnel only to undertake the floor washing of studio floors.</li> <li>• Monitor personnel for potential training needs.</li> <li>• Special attention should be taken when leaving and entering the Studio the area should be taped off if other contractors are working in the studio</li> <li>• Permission from Floorwashers must be acquired before entering studio</li> <li>• Pedestrian walkways around the Studio should be adhered to (Fire Lanes) in the working area</li> <li>• Fire lanes should be clear of all obstructions.</li> <li>• Signage should be used at all times when the only personnel operating in the Studio</li> </ul>
<p><b>Floor Washing - Use of potentially hazardous substances (COSHH)</b></p>	<ul style="list-style-type: none"> <li>• All spillages should be contained at once and cleaned up with the relevant spillage kit supplied.</li> <li>• Spillages must be communicated to the relevant manager as soon as possible.</li> <li>• Any Items used from the spillage kit should be replaced at once.</li> </ul>



	<ul style="list-style-type: none"> <li>• The appropriate manager will give clear instructions for disposal of the waste.</li> <li>• All COSHH assessments are held in the production stores.</li> <li>• Housekeeping policy is to be adhered to at all time.</li> <li>• Ability to stop activity seek advice or reference.</li> <li>• Relevant PPE to be worn, Protective footwear, High Visibility Vests, Coveralls, Gloves, Goggles and Face mask where appropriate.</li> <li>• Assessments- Pregnancy, post surgery and capability.</li> </ul>
<p><b>Lighting</b> – Working at height (inc short – duration work from ladders).</p>	<ul style="list-style-type: none"> <li>• Work at height is avoided wherever possible, e.g. use of poles to make adjustments to lighting tracks, lights and lamps, barn doors, black-wrap etc. Lights can be brought down to ground level for adjustment where necessary using its pantograph.</li> <li>• Where unavoidable, work at height is minimised and undertaken by competent persons.</li> <li>• Where ladders are used, it is only for short duration work.</li> <li>• Work at height is not undertaken alone.</li> <li>• Where the need for working at height is not short-term, suitable means of access other than a ladder shall be used, e.g. a scissor lift, a person hi-lift, or a mobile scaffold tower.</li> <li>• Where appropriate or necessary, a suitable means of fall arrest shall be utilised, e.g. harnesses and lanyard.</li> </ul>



**Lighting – Manual handling**

- Where manual handling is required (e.g. swapping out lamps, fluorescent boxes, lamps, etc.), safe working methods will be adopted - e.g. 2-person lifts, good communication and co-operation, etc.
  - Lighting directors and Lighting Electricians have been issued with (or have available for use) appropriate PPE – e.g. safety shoes/boots, gloves, etc.
- See also separate manual handling risk assessments

<p><b>Lighting – Electricity</b></p>	<ul style="list-style-type: none"> <li>• Lighting Directors and Lighting Electricians are competent to undertake electrical work.</li> <li>• All cables and portable electrical appliances are tested and visually inspected on a routine basis.</li> <li>• Fixed electrical systems within the studios are routinely tested as part of planned preventative maintenance.</li> <li>• No live working is undertaken on electrical systems.</li> </ul>
<p><b>Technical Rig – Co-ordination of activities</b></p>	<ul style="list-style-type: none"> <li>• The departments involved (i.e. Cameras, Sound, Vision Mixers, Autocue VT, etc) do not enter the studio floor and commence technical rig until lighting has been completed.</li> <li>• Persons involved are competent, or are under close supervision.</li> <li>• Floor manager and Technical Director ensure that no crew member are exposed to any undue risks</li> </ul>
<p><b>Technical Rig – Slips and Trips</b></p>	<ul style="list-style-type: none"> <li>• Routes of travel are to be kept clear at all times.</li> <li>• Prior to moving large or heavy items, the route shall be checked to ensure it is free from obstructions.</li> <li>• Cables are ramped, taped or matted wherever practicable.</li> <li>• Large quantities of liquid are only allowed in the studio with prior permission.</li> <li>• Small quantities of liquid (e.g. drinks for talent) are allowed. Spillages are mopped-up as soon as possible.</li> </ul>
<p><b>Technical Rig – Fire and Evacuation</b></p>	<ul style="list-style-type: none"> <li>• Routes of travel are to be kept clear at all times.</li> <li>• The floor manager is responsible for all guests and visitors in the studio, and will direct and account for them in the event of an emergency.</li> </ul>



	<ul style="list-style-type: none"> <li>• The Technical Director shall be the main point of contact in the event of an emergency requiring an evacuation of a studio /gallery environment.</li> <li>• Evacuation procedures have been established and communicated for all studio activities.</li> </ul> <p>See also separate fire risk assessments for each building.</p>
<b>Rehearsal</b> – Talent / Guests /Visitors	<ul style="list-style-type: none"> <li>• The floor manager is responsible for all guests, audiences and visitors in the studio. Another production crew member may be asked to supervise talent / guests, visitors and/or audiences in green rooms or other non-studio holding areas.</li> </ul>
<b>Rehearsal</b> – Slips and Trips	<ul style="list-style-type: none"> <li>• Routes of travel, including fire lanes behind sets (where needed) are to be kept clear at all times.</li> <li>• Prior to moving large or heavy items, the route shall be checked to ensure it is free from obstructions.</li> <li>• Cables are ramped, taped or matted wherever practicable.</li> <li>• Large quantities of liquid are only allowed in the studio with prior permission.</li> <li>• Small quantities of liquid (e.g. drinks for talent) are allowed. Spillages are mopped-up as soon as possible.</li> </ul>
<b>Rehearsal</b> – Adjustments to set / technical equipment	<ul style="list-style-type: none"> <li>• Adjustments to set / technical equipment will only be undertaken when sufficient time permits, and with due regard for safety considerations.</li> </ul>



<b>Broadcasting / Recording – Audience</b>	<ul style="list-style-type: none"><li>• The floor manager is responsible for all guests, audiences and visitors in the studio. Another production crew member may be asked to supervise talent /</li></ul>
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	<p>guests, visitors and/or audiences in green rooms or other non-studio holding areas.</p>
<p><b>Broadcasting / Recording</b> – Fire and Evacuation</p>	<ul style="list-style-type: none"> <li>• Routes of travel are to be kept clear at all times.</li> <li>• The floor manager is responsible for all guests and visitors in the studio, and will direct and account for them in the event of an emergency.</li> <li>• The Resource Manager shall be the main point of contact in the event of an emergency requiring an evacuation of a studio /gallery environment.</li> <li>• Evacuation procedures have been established and communicated for all studio activities.</li> </ul> <p>See also separate fire risk assessments for each building.</p>
<p><b>WRAP</b> – Housekeeping</p>	<ul style="list-style-type: none"> <li>• At the end of each studio activity, it is the joint responsibility of everyone to ensure that the studio is cleared, tidied, checked, and where appropriate cleaned to return it to a condition ready for the next studio activity.</li> <li>• Where necessary, facilities management should be called to assist in this activity.</li> </ul>