

## BBC Studioworks Risk Assessment – Non-Studio Related Activities

(To be provided alongside BBC Studioworks Method Statement)

The people that might be harmed: BBC Studioworks employees, contractors, clients, members of the public

Hazard – Manual Handling	Control
<p><b>Task Assessment:</b>            Holding or manipulating loads away from the trunk?            Unsatisfactory body movement or posture?            Excessive lifting, lowering, carrying distances or strenuous pushing or pulling?            Risk of unpredictable movement of loads?            Repetitive handling or frequent or prolonged physical effort?            A work rate imposed by a process or insufficient rest or recovery?</p> <p><b>Load Assessment:</b>            Space constraints preventing good posture, uneven, slippery unstable floor?            Variations in the levels of floors or work surfaces?            Extremes of temperature, humidity, ventilation problems or gusts of wind?            Poor lighting conditions?</p>	<ul style="list-style-type: none"> <li>• Avoid twisting, stooping and reaching upwards</li> <li>• Use mechanical aids to assist e.g. forklift, pallet truck and skates</li> <li>• Use proper manual handling training techniques</li> <li>• Assess how many persons should be involved in handling items</li> <li>• Ensure the load is tied off securely or positioned correctly when using any trailer and/or flat bed</li> <li>• Items to be stored/placed as near practicable to the relevant workplace, this will reduce the amount of repetitive handling or physical effort</li> <li>• Supervisors should monitor each task / load and individual</li> <li>• Ensure adequate breaks are taken</li> </ul> <ul style="list-style-type: none"> <li>• Floor may have slip, trip fall hazards – clear area as practicable, contractors made aware, care taken, complete clear and the end of activity</li> <li>• General weather conditions need to be taken into account e.g. wet weather, extreme sun light and blustery winds can be experienced</li> <li>• Adequate lighting is provided when and where required</li> </ul>

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Hazard – Manual Handling	Control
<p><b>Individual Capacity:</b>            Require unusual strength, height or capability?            Create a hazard to those who might be considered to have health problems?            Require special information or training for its safe performance?            Occur infrequently for people of an otherwise sedentary nature?</p> <p><b>Other Factors:</b>            Is improvement in posture hindered by PPE, RPE or clothing?            Is it possible to eliminate or automate the operation?</p>	<ul style="list-style-type: none"> <li>• Pregnancy, pre-existing medical conditions and / or recent surgery to be taken into account of for those tasked with manual handling</li> <li>• Manual handling training provided and ongoing</li> </ul> <ul style="list-style-type: none"> <li>• Assess PPE/RPE/clothing is suitable/essential for the task</li> <li>• Use mechanical aids to carry out the task wherever possible</li> </ul>

Hazard – Slips, Trips and Falls	Control
<b>Cables</b>	<ul style="list-style-type: none"> <li>• Ensure that all cables are suitably managed</li> <li>• All cables across walkways should be suitably covered either with cable ramps or matting</li> <li>• All cables should be kept tidy</li> <li>• Cables where possible should be run outside of areas where people walk e.g. pedestrian walkways, main areas of circulation</li> <li>• Staff/contractors should be particularly vigilant to cables when working in and amongst other site users/members of the public who may not be immediately aware of the hazards</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• Equipment should be appropriately stored when not in use out of walkways and pedestrian routes</li> <li>• Equipment should be packed away when not in use or put in areas where it cannot cause a trip hazard</li> <li>• Any equipment that must be used or left in areas frequented by pedestrians should be suitably and clearly signed</li> </ul>
<b>Liquids</b>	<ul style="list-style-type: none"> <li>• Liquids are not allowed in studio with the exception for production purposes. E.g. Water for presenters or guests</li> <li>• All spillages must be immediately cleared up and a sign posted until the area is safe.</li> <li>• Any decanting of liquids or use of them should be done outside of walkways and pedestrian routes</li> </ul>
<b>Changes in Level</b>	<ul style="list-style-type: none"> <li>• All changes in level should be suitably marked and clear for pedestrians</li> <li>• Where applicable, signage should be in place to advise pedestrians of change in level</li> </ul>

Hazard – Slips, Trips and Falls	Control
<p><b>Housekeeping</b></p> <p><b>Falls</b></p>	<ul style="list-style-type: none"> <li>• Housekeeping should be undertaken regularly throughout the day to ensure that walkways and emergency routes are kept clear of trip hazards</li>   <li>• All falls from height need to be suitably protected against. This should be appropriate to the activity but may include edge protection including barriers, distance working and the use of harnessing.</li> <li>• Falls from same level should be controlled using controls as above for <b>Cables, Housekeeping</b> and <b>Changes in level</b></li> </ul>

Hazard – Working at Height	Control
<p><b>Collapse of Structure</b></p>	<ul style="list-style-type: none"> <li>• All structures which could injure persons should they collapse (e.g. scaffolding, temporary structures, etc.) will be designed, built and maintained by competent people to ensure they remain structurally stable</li> <li>• The skills, knowledge and experience required to build structures will depend upon the nature of the structure concerned and its intended use</li> <li>• Greater care will be required in the case of structures that will support people than those that support only material</li> <li>• Whenever a structure is built to support people or where collapse would endanger people it will be inspected by a competent person before being put into use. There will be further inspections on a regular basis and also after severe weather or if the structure is significantly altered.</li> <li>• Competence in terms of health &amp; safety means a person with the appropriate qualifications, knowledge and experience to identify any defects likely to cause an increased risk.</li> <li>• Regulation 9 (designer’s duties and roles) of the Construction (Design and Management) Regulations 2015 (CDM) applies whether or not the rest of the Regulations apply. The skills, knowledge and experience required of the designer will depend upon the nature of the structure concerned and the use or uses to which it is put. See HSE publications GS28/2 and GS28/3 on the safe erection of structures.</li> <li>• A competent person will inspect the structure before it is put into use for the first time – if satisfied that it is structurally sound, they will attach a notice/certificate to the structure to indicate it is safe to use. Further inspections are required on a regular basis (at least weekly) and following any severe weather (external structures) or if the structure is significantly altered. All safety features such as guard rails and toe boards must be in place. If required, suitable PPE such as harness and fall arresters, must be used.</li> <li>• All equipment that may fall must be attached with bonds. No loose items may be stored on structure.</li> </ul>

Hazard – Working at Height	Control
<p><b>Person falling from height</b></p> <p><b>Object falling from height</b></p>	<ul style="list-style-type: none"> <li>• Edge protection, e.g. guard rails will be used</li> <li>• Safety harnesses will be used where required</li> <li>• A safe distance from an edge will be maintained by use of an exclusion zone</li>   <li>• All persons to be trained in basic ladder safety, including use, inspection and safety measures whilst working from ladders or platform ladders at height</li> <li>• Access ladders to be securely tied off to prevent slippage and movement. Where a ladder cannot be tied or secured in any other way, it will be securely footed by another workers. The correct angle for a ladder is 75° or at a slope 1:4. Overreaching from ladders shall not be permitted. 3 points of contact to be maintained with the ladder at all times.</li> <li>• Use of a ladder as a working platform will only ever be for short duration work (&lt;20 minutes) where no viable practicable alternative is available. The painting of ladders shall not be permitted as this may mask defects.</li> <li>• Ensure adequate supervision is provided and that control measures remain valid for the duration of the work</li> <li>• Operative on the ground to wear head protection. All tools going up the ladder to be secured by lanyards.</li> </ul>

Hazard – Electricity	Control
<p><b>Electrocution, Electrical Burns, Fire, Explosion</b></p>	<ul style="list-style-type: none"> <li>• Regular maintenance and inspection carried out in line with legislation and guidance</li> <li>• Where maintenance and testing carried out by the landlord, appropriate confirmation is sort</li> <li>• The installation is adequately earthed</li> <li>• Anyone using electrical equipment is competent to do so and holds the relevant training/ qualifications for the activity</li> <li>• All work to be authorised by site management e.g. via a permit to work system</li> <li>• <b>No live working is to be undertaken on electrical systems</b></li> <li>• Power must be isolated before works are carried out on electrical systems</li> <li>• Equipment is selected specifically for its intended purpose, and an adequate maintenance schedule put in place</li> <li>• All portable equipment is maintained and tested in line with recommended schedule</li> <li>• All electrical equipment should be fit for purpose and have adequate maintenance and inspection regimes in place</li> <li>• A visual inspection is undertaken before all equipment is used. Any equipment that does not pass this test is immediately removed from service</li> <li>• RCDs must be used where appropriate - where domestic 240v supply is provided, equipment should always be run through RCDs</li> <li>• Only competent contractors used</li> <li>• Appropriate PPE to be used</li> </ul>





Hazard – Machinery/Moving Parts	Control
<p><b>Mechanical hazards including entanglement, friction and abrasion, cutting, shearing, stabbing and puncture, impact, crushing, drawing-in, ejection and compressed air/high-pressure fluid injection</b></p> <p><b>Non-mechanical hazards including electricity, fire, noise and vibration, dust, asbestos, high/low temperatures and manual handling</b></p>	<ul style="list-style-type: none"> <li>• All equipment to undergo regular maintenance and inspection carried out in line with legislation and guidance</li> <li>• Equipment is selected specifically for its intended purpose, and an adequate maintenance schedule put in place</li> <li>• No machinery to be used without adequate protection methods e.g. safety guards, hold to run devices</li> <li>• Only trained, competent contractors used</li> <li>• Carrying out a manual handling assessment for the lifting/transportation of any heavy equipment</li> <li>• Appropriate storage for any fuel, and refuelling to be carried out in a well-ventilated area</li> <li>• Suitable firefighting equipment available where appropriate</li> <li>• Suitable controls for minimising dust e.g. using water to damp down</li> <li>• Consulting any relevant asbestos register before commencing work</li> <li>• A visual inspection is undertaken before all equipment is used. Any equipment that does not pass this test is immediately removed from service.</li> <li>• Anyone using mechanical equipment or equipment with moving parts is competent to do so and holds the relevant training/ qualifications for the activity</li> <li>• Appropriate PPE to be used including suitable eye protection, ear defenders and gloves. Suitable clothing to be worn i.e. not loose fitting and appropriate to the weather/ environment.</li> <li>• Job rotation (where necessary) to limit exposure to noise and vibration</li> </ul>

Hazard – Noise/Vibration	Control
<p><b>Hearing damage</b>  <b>Hand-arm vibration (AV)</b>  <b>Whole body vibration (WBV)</b></p>	<ul style="list-style-type: none"> <li>• Appropriate PPE to be used e.g. ear defenders/plugs to protect hearing, gloves to keep hands warm</li> <li>• Monitor exposure levels/durations to ensure they do not exceed regulatory action and limit values</li> <li>• Identify hearing protection zones where hearing protection devices are mandatory and mark with signage</li> <li>• Provide screens/barriers/absorbent materials where possible to reduce the level of noise people are exposed to</li> <li>• Select appropriate machinery for the task and conditions</li> <li>• All equipment, including hearing protection PPE, to undergo regular maintenance and inspection carried out in line with legislation and guidance</li> <li>• Job rotation/suitable breaks to limit exposure to noise and vibration</li> <li>• Suitable training for operatives</li> </ul>

Hazard – Vehicles/Traffic	Control
<p><b>Collision with pedestrians or fixed objects</b></p>	<ul style="list-style-type: none"> <li>• Segregation between pedestrians and vehicles wherever possible</li> <li>• Pedestrians to follow site rules and use correct crossing points</li> <li>• Visitors to be escorted on site</li> <li>• Vehicles to follow site rules e.g. speed limits, one way systems</li> <li>• Use of traffic marshals for the directing and reversing of vehicles</li> <li>• High vis jackets/PPE worn in loading areas</li> </ul>

Hazard – Hazardous Substances	Control
<p><b>Acute, chronic, local and systemic health effects</b></p>	<ul style="list-style-type: none"> <li>• Material Safety Data Sheets (MSDS) retained on site for all COSHH substances</li> <li>• Risk assessment carried out for each COSHH substance</li> <li>• Regularly review COSHH substances;               <ul style="list-style-type: none"> <li>○ to see if another less harmful product could be used,</li> <li>○ out of date substances are removed and disposed of in line with local waste regulations</li> </ul> </li> <li>• All substances stored safely;               <ul style="list-style-type: none"> <li>○ in minimal levels,</li> <li>○ in suitable COSHH rated units,</li> <li>○ not mixed with other incompatible substances e.g. to cause a fire hazard</li> <li>○ not accessible to anyone unauthorised</li> <li>○ suitable firefighting equipment and spill kits available nearby</li> </ul> </li> <li>• Suitable first aid equipment available</li> <li>• Staff trained in first aid and management/assessment of COSHH substances</li> </ul>

Hazard – Asbestos	Control
<p><b>Asbestos related diseases</b></p>	<ul style="list-style-type: none"> <li>• Liaise with local site management to obtain asbestos register</li> <li>• All contractors to consult asbestos register before carrying out any destructive works</li> <li>• Staff trained in asbestos awareness</li> <li>• Only licensed contractors to work with asbestos</li> <li>• Suitable RPE/PPE to be worn for any destructive works</li> <li>• Work to stop immediately on discovery of any suspected asbestos and reported to supervisor/site management</li> <li>• Emergency procedures in place for any asbestos incident</li> </ul>

Hazard – Hot Works/Fire/Explosion	Control
<p><b>Burns, blast injuries, asphyxiation, structural damage</b></p>	<ul style="list-style-type: none"> <li>• Follow site rules/permit to work procedures for hot works</li> <li>• All equipment to undergo regular maintenance and inspection carried out in line with legislation and guidance</li> <li>• No live working on electrical circuits</li> <li>• Appropriate PPE to be used</li> <li>• No combustible/explosive materials within 5m of work area</li> <li>• Ensure suitable ventilation is available</li> <li>• Use of barricades or barriers</li> <li>• Warning signs in place</li> <li>• Suitable fire fighting equipment at location of works</li> <li>• Use of welding curtains where relevant</li> <li>• Fire watch procedure in place for at least 1 hour after works have finished and close permit/official handover of work area to site management</li> </ul>

Hazard – Lone Working	Control
<p><b>Fire, equipment failure, illness, accidents, harassment, verbal and physical abuse</b></p>	<ul style="list-style-type: none"> <li>• Lone workers to report any medical conditions to line manager and medical advice sought where necessary</li> <li>• Ensure any lone workers are suitably experienced and fully understand the risks in their work and in the location of the work</li> <li>• Lone workers suitably training including conflict resolution (where work is carried out on public property)</li> <li>• ‘Buddy system’ in place with regular check-ins between the lone worker and the nominated buddy</li> <li>• No high risk work e.g. confined space</li> <li>• Access to first aid equipment and first aid trained</li> <li>• Emergency procedures in place</li> </ul>

Hazard – Other	Control
	<ul style="list-style-type: none"> <li>•</li> </ul>