



BBC Studioworks

First-Aid Needs Assessment

Version: 1.2

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This First-Aid Needs Assessment determines the necessary provisions for first-aid at BBC Studioworks. It is an assessment of first-aid needs appropriate to the circumstances (hazards and risks) of the workplace. It helps identify potential hazards, risks, the number of people present, and the types of injuries or illnesses that may occur.

Assessment of the nature of the work and workplace hazards and risks

Hazards commonly found in the workplace:			Hazards identified in the workplace at BBC Studioworks:	
Hazard	Cause of accidents	Examples of injury requiring first-aid	Yes/No?	Specific workplace examples
Chemicals	Exposure during handling, spillages, splashing, leaks	Poisoning, loss or consciousness, burns, eye injuries, respiratory problems	Yes	<ul style="list-style-type: none"> • COSHH materials
Electricity	Failure to securely isolate electrical systems and equipment during work on them, poorly maintained electrical equipment, contact with overhead power lines, underground power cables or mains electricity supplies, using unsuitable electrical equipment in explosive atmospheres	Electric shock, burns, heart attack	Yes	<ul style="list-style-type: none"> • Studio operations • Post-production operations • IT • Electrical workshops • Office equipment • Building electrical infrastructure
Machinery	Loose hair or clothing becoming tangled in machinery, being hit by moving parts or material thrown from machinery, contact with sharp edges	Crush injuries, amputations, fractures, lacerations, eye injuries	Yes	<ul style="list-style-type: none"> • Workshops • Studio operations
Manual handling	Repetitive and/or heavy lifting, bending and twisting, exerting too much force, handling in uncomfortable working positions	Fractures, lacerations, sprains and strains	Yes	<ul style="list-style-type: none"> • Studio operations • Post-production operations • IT • Stores & Logistics operation • Facilities Management activities • General office activities

Hazards commonly found in the workplace:			Hazards identified in the workplace at BBC Studioworks:	
Hazard	Cause of accidents	Examples of injury requiring first-aid	Yes/No?	Specific workplace examples
Slip and trip hazards	Uneven floors, staircases, trailing cables, obstructions, slippery surfaces due to spillages, worn carpets and mats	Fractures, lacerations, sprains and strains	Yes	<ul style="list-style-type: none"> All workplace activities
Work at height	Overreaching or overbalancing when using ladders, falling off or through roof, working on plant at high level	Head injury, loss of consciousness, spinal injury, fractures, sprains and strains, lacerations.	Yes	<ul style="list-style-type: none"> Studio operations Post-production operations IT Stores & Logistics operations Facilities Management activities General office activities
Workplace Transport	Hit by, against or falling from a vehicle, being hit by part of a load falling from a vehicle, being injured as a result of a vehicle collapse or overturn	Crush injuries, head injuries, fractures, sprains and strains	Yes	<ul style="list-style-type: none"> Stores & Logistics operation Studio operations

Levels of Hazards in the Workplace			
Type	Hazard	Yes/No?	Controls
1	Does the workplace have low-level hazards such as those found in offices and shops?	Yes	<ul style="list-style-type: none"> Appointed person to take charge of first-aid arrangements Provision of trained first-aiders Providing first-aid equipment
2	Does the workplace have higher-level hazards such as chemicals or dangerous machinery?	Yes	<p>All type 1 controls and in addition:</p> <ul style="list-style-type: none"> Providing additional training for first-aiders to deal with injuries resulting from special hazards Providing additional first-aid equipment specific to the special hazards Precise location of first-aid equipment Providing a first-aid room (where possible) Informing the emergency services of specific hazards in advance
3	Do the work activities involve special hazards such as hot works, confined spaces?	Yes	

Assessment of Nature of Workforce

The number of people present on any one of the sites, directly employed by BBC Studioworks can vary from 1 up to 150. The nature of the workforce includes staff, trainees, agency workers and freelancers. Productions and tenants are responsible for ensuring they have a suitable first-aid provision in place, including equipment and trained first-aiders, for their staff and any freelancers or contractors they employ. However, Studioworks takes into account the total number of people working on any one of their sites when assessing the quantity and type of first-aid equipment available for communal areas which could be up to 1200.

Factor	Controls
Inexperienced workers on site or employees with disabilities or health problems?	<ul style="list-style-type: none"> Individual risk assessments carried out for employees who are inexperienced or have additional needs Additional first-aid equipment based on individual risk assessments Targeted location of first-aid equipment Trained mental health first-aiders Young people, trainees and work experience are closely managed by an experienced supervisor
History of accidents and ill health. Severity/type of illnesses/injuries that have occurred.	<ul style="list-style-type: none"> All accidents reported to BBC Safety Hub, suitably investigated and corrective measures implemented Regular Safety Committee meetings to review accidents; spot trends and implement changes to prevent future occurrences Provide additional first-aid training for specific types of accidents that are likely to occur at Studioworks sites

Factor	Controls
Employees who work remotely or work alone	<ul style="list-style-type: none"> • Lone worker policy and procedures • Lone workers aware of locations for first-aid equipment
Employees working shifts or out-of-hours	<ul style="list-style-type: none"> • Appointing of first-aiders to take into account shift patterns
Are the premises spread out e.g. are there several buildings on site or multi-floor buildings?	<ul style="list-style-type: none"> • Suitable location of first-aid equipment to cover all areas • Appointing of first-aiders takes into account where they are located as their main place of work to ensure suitable coverage across floors/different buildings
Is the workplace remote from emergency medical services?	<ul style="list-style-type: none"> • All Studioworks sites within adequate reach of local emergency services and emergency medical facilities
Do any employees work at sites occupied by other employers?	<ul style="list-style-type: none"> • Studioworks works closely with Landlords and other site occupants to ensure co-operation and suitable first-aid provision for areas of shared workplaces
Is there sufficient provision to cover absences of first-aiders or appointed persons?	<ul style="list-style-type: none"> • First-aiders are appointed to cover locations, shift work, annual leave and sick leave • Suitable number of trained first-aiders for the number of people present on site • Appointed persons for each site and deputy appointed persons for larger sites
Do members of the public or non-employees visit the premises?	<ul style="list-style-type: none"> • Productions are responsible for assessing the first-aid needs for any audience members for their shows and provide a medic, where stated in their risk assessment • Emergency procedures in place for calling emergency services

Roles and Responsibilities

First-aider Role:

- Requires a good level of physical fitness and agility
- Must be able to remain calm in stressful situations
- Must be an effective communicator who can quickly understand their patient's needs and administer suitable treatment
- Needs to be able to reach an incident quickly and administer certain treatments
- Must ensure they are aware of the location of the first-aid equipment and supplies in their areas
- Must attend an accredited first-aid training course and must ensure their training qualification does not lapse by attending regular refresher courses

First-aider Responsibilities:

- Assess a situation quickly and safely, and summon appropriate help
- Identify, as far as possible, the injury or the nature of the illness affecting the casualty
- Give early, appropriate and adequate treatment in a sensible order of priority
- Arrange for the removal of the casualty to hospital, to the care of a doctor, or home
- Remain with the casualty until handing them over to the care of an appropriate person
- Make and pass on an incident report and give further help if required

Each Studioworks site will nominate an Appointed Person and a Deputy Appointed Person (for larger sites) who will be responsible for the first-aid arrangements for the site. Their responsibilities are as follows:

Appointed Person (AP)

- Ensure there are an appropriate number of trained first-aiders to cover all areas of the workplace and across all shift patterns and leave of absence
- Ensuring appropriate first-aid equipment is provided at suitable locations in the workplace
- Maintaining first-aid supplies; ensuring all first-aid kits are well stocked and equipment is in good working order
- Ensuring there are suitable arrangements in place for calling the emergency services
- Effective communicating to all site users to advise of the availability of first-aid equipment, first-aiders and procedures to follow in the event of a medical emergency
- Ensuring all first-aid incidents are reported in accordance with the Studioworks incident reporting procedure
- Promoting a culture of safety within the workplace or designated area by encouraging accident prevention and hazard management

Deputy Appointed Person

- Assist the Appointed Person in carry out their duties as and when required
- Cover the role of Appointed Person when the AP is unable to carry out their duties, such as a leave of absence or not being present on site during a medical emergency

Training

First-aid is the immediate assistance or treatment given to someone injured or suddenly taken ill before the arrival of an ambulance, doctor or other appropriately qualified person. The person offering this help to a casualty must act calmly and with confidence and above all must be willing to offer assistance whenever the need arises. First-aid is a skill based on knowledge, training and experience. All first-aiders must have completed an accredited training course at the BBC or elsewhere.

The aim of first-aid training is to:

- Preserve life
- Limit the effects of the condition
- Promote recovery

Studioworks provides first-aid training to its staff via the following BBC Academy face to face courses:

- First-Aid in the Office & Studio - equivalent to the HSE Emergency First-Aid at Work (EFAW)
- First-Aid on Location - equivalent to HSE First-Aid at Work (FAW)

These courses should be refreshed every 3 years. Studioworks retains a training matrix, identifying all staff who are trained in first-aid and when refresher training is due. The HSE recommendation is to have at least 1 in 50 people trained in 'First-Aid at Work', a 3-day course.

The below table identifies the minimum target training requirements for each of the Studioworks sites. This takes into account absences of personnel due to leave, illness as well as shift patterns.

Site	Appointed Person	Deputy Appointed Person	Max people directly employed by Studioworks on site	FAW trained first-aiders	EFAW trained first-aiders
Television Centre	Facilities Manager	Turnround and Operational Compliance Manager	150	6	15
BBC Elstree	Facilities Manager	Turnround and Logistics Manager	60	3	5
Elstree Studios	Facilities Manager	Turnround and Logistics Manager	50	3	5
Kelvin Hall	Studio Manager	-	15	1	2

At Television Centre and both Elstree Sites, the Security team are all first-aid trained to provide assistance to any site users and are trained in the use of the site defibrillators.

Where any staff members are required to work on location the first-aid provision should be provided by the production team managing the shoot or site visit.

Equipment

The Appointed Person for each Studioworks site will ensure suitable first-aid equipment is installed and suitably located in accordance with the criteria in the assessments above. Each site and its individual areas should be assessed by the AP to identify the type and quantity of equipment and supplies required, as well as the type of training for first-aiders according to specific hazards and level of risk for their areas of work.

As standard, Studioworks provides the following equipment on its sites:

Type	Locations
Standard First-Aid Kit	Offices, Kitchens, Studio Ancillary areas, Receptions, Key Communal Areas, Workshops, Operational areas
Eyewash Station	Kitchens, Workshops, Operational areas
Burns Kit	Kitchens, Workshops, Operational areas
Biohazard	Workshops, Operational areas
Defibrillator (AED)	Receptions and other key locations on site
Other	As identified by the AP for special hazards at a specific location

Although ideally a trained first-aiders should administer first-aid, Studioworks first-aid equipment is available to any site user in the event of a medical emergency. This includes the use of a Defibrillator (AED) where the device assists the user by providing a step-by-step guide to its use.

Mental Health First Aid

Mental Health First Aid follows similar principles to that of traditional First-Aid in that it provides urgent help to someone experiencing a mental health crisis.

BBC Studioworks trains staff members as Mental Health First-Aiders who can be contacted confidentially. They are not therapists or medical professionals but are trained to offer assistance in a crisis situation. They are trained to recognise the symptoms of mental health problems, to provide initial help in an emergency and guide a person towards appropriate professional help.

Training is provided by St John Ambulance and is a 2-day course that awards the FutureQuals Level 3 Award in Mental Health.

The BBC also provides a number of services for psychological support including the Employee Assistance Programme (EAP) and a remote GP Service offering access to a medical professional to discuss any health issues including mental health. Both of which are confidential and available 24/7.

BBC Studioworks sends out regular communications with its staff, advising of how to contact the Mental Health First-Aiders as well as links to professional bodies that can be contacted to provide mental health support and advice. Lists with contact details and links are also displayed on posters in prominent places around the workplace.