

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

HAZARD	CONTROLS
<p><b>Access/Egress:</b> Unsafe or unsuitable access/egress routes could result in slips/trips/falls or problems with exiting in emergency.</p>	<ul style="list-style-type: none"> <li>Office space designed to building regulation &amp; DDA specifications.</li> <li>Floors/stairs in access/egress routes are in good condition, and kept free of all obstructions – this is checked in regular office safety inspections.</li> <li>Any changes in floor level are clearly marked.</li> </ul>
<p><b>Chemical Substances:</b> exposure to substances that may lead to skin, eye, respiratory problems, e.g. photocopying/printer/ facsimile toner, white board cleaning materials etc.</p>	<ul style="list-style-type: none"> <li>COSHH Regulations complied with.</li> <li>All chemical substances used are assessed prior to use.</li> <li>Safety data sheets on all substances are obtained from manufacturer and all manufacture instructions followed.</li> <li>COSHH risk assessments have been completed for substances used</li> <li>Spillage and disposal procedures in place</li> </ul>
<p><b>Display Screen Equipment (DSE):</b> Incorrect set up and use of DSE can result in poor posture, leading to discomfort, muscle strain, upper limb disorders, eye strain, stress.</p>	<ul style="list-style-type: none"> <li>DSE Regulations complied with.</li> <li>DSE assessments carried out and any corrective actions required are followed up by line managers.</li> <li>All “hotdesks” are DSE compliant and equipment fully adjustable for users.</li> </ul>
<p><b>Electricity:</b> possible exposure to electric shock, burns from faulty or damaged electrical equipment.</p>	<ul style="list-style-type: none"> <li>Electricity at work regulations complied with.</li> <li>All electrical equipment purchased is via an approved, reputable supplier and fit for purpose.</li> <li>All equipment is subject to an electrical test regime (PAT) prior to use and labelled to that effect.</li> <li>Electrical equipment is subjected to regular pre use visual inspection by user and during office safety inspections.</li> <li>All electrical equipment is maintained by a competent person.</li> </ul>

<p><b>Fire:</b> Injury or death may result if unable to extinguish or escape from a fire in the office.</p>	<ul style="list-style-type: none"> <li>• Adequate numbers of fire wardens are trained and appointed and their identities are made known to all.</li> <li>• Adequate fire fighting equipment is available and its location is known to all.</li> <li>• Fire alarms are fitted, and are regularly tested.</li> <li>• Everyone is made aware of the fire evacuation procedures, this includes visitors to the office.</li> <li>• Fire doors are maintained and kept closed at all times.</li> <li>• Fire routes are kept clear at all times.</li> <li>• Fire signage is clear and visible.</li> <li>• Regular fire drills take place.</li> </ul>
<p><b>Hot and Cold temperatures:</b> working in excessively hot or cold temperatures can lead to discomfort, increased fatigue, or loss of manual dexterity which can result in accidents</p>	<ul style="list-style-type: none"> <li>• Comfortable office temperature, as stated in Workplace regulations, is maintained through fit for purpose heating and ventilation system.</li> <li>• Window blinds are provided to reduce solar gain.</li> <li>• Access to fans provided if necessary.</li> <li>• Drinking water is provided through water coolers.</li> </ul>
<p><b>Housekeeping:</b> slips, trips, falls resulting from general untidiness of leaving bags, files in walkways, leaving desk draws open, trailing cables, spillages, overloaded shelves etc</p>	<ul style="list-style-type: none"> <li>• Good housekeeping procedures in place.</li> <li>• Spillage procedures in place.</li> <li>• Adequate storage facilities provided.</li> <li>• Files not in regular use are archived.</li> <li>• Shelves are properly secured to walls by competent persons and heavier items are stored at waist height.</li> </ul>
<p><b>Lighting:</b> Inadequate levels of lighting can lead to eyestrain, headaches and slips, trips, falls from failing to see any obstructions.</p>	<ul style="list-style-type: none"> <li>• Lighting levels provided in office comply with the recommended levels in the Workplace Regulations.</li> <li>• Desk lamps are available if required.</li> <li>• Window blinds provided to reduce glare.</li> </ul>

<p><b>Manual Handling:</b> musculoskeletal injuries resulting from poor handling techniques.</p>	<ul style="list-style-type: none"> <li>• Manual handling regulations complied with.</li> <li>• The need for manual handling activities in the office has been eliminated where possible through use of porters.</li> <li>• Use of trolleys &amp; manual handling aids used where appropriate</li> </ul>
<p><b>Noise or Vibration:</b> Hearing damage may result from use of unlimited headphones.</p>	<ul style="list-style-type: none"> <li>• Noise at Work regulations complied with.</li> <li>• Only limited headphones are used. Staff are not allowed to use personal headphones at work.</li> </ul>
<p><b>Sharp Objects:</b> injuries from inappropriate use of or from faulty/damaged equipment such as guillotine, shredder etc.</p>	<ul style="list-style-type: none"> <li>• Only persons trained in the safe use of equipment are permitted to operate.</li> <li>• All guards on equipment are kept in place and regularly maintained.</li> <li>• Equipment is purchased from reputable manufactures and maintenance service agreements are in place.</li> </ul>
<p><b>Working Patterns/ Working Hours:</b> long working hours and/or shift work can result in stress or fatigue which can lead to ill health &amp; accidents.</p>	<ul style="list-style-type: none"> <li>• Working time regulations are complied with.</li> <li>• Staff are encouraged to take adequate breaks throughout the day.</li> </ul>
<p><b>Workstation layout/space:</b> incorrect workstation layout can lead to DSE related injuries. Lack of space and overcrowding and lead to stress and can cause access/egress problems.</p>	<ul style="list-style-type: none"> <li>• See DSE Section and Access/Egress section for controls in place.</li> <li>• Offices are not overcrowded. Working space complies with workplace regulations – each person has 11 cubic metres of space.</li> </ul>