

## STAGES 1,2 & 3 RISK ASSESSMENT

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

HAZARD	CONTROLS
<p><b>Fire:</b> Risk of fire starting in studio from electrical faults, smoking, studio activities, etc.</p> <p>Risk of death, burn injuries etc, if people are unable to escape from studio</p>	<ul style="list-style-type: none"> <li>• Fire risk assessment has been carried out by competent person. (See fire risk assessment for further details).</li> <li>• Fixed electrical installations have been inspected and tested</li> <li>• Portable appliance testing has been carried out where necessary</li> <li>• No smoking rule enforced and compliance monitored.</li> <li>• Adequate signed fire exits are provided.</li> <li>• Fire lanes in place and maintained around the perimeter of the studio and marked on floors.</li> <li>• Housekeeping correctly managed with any obstructions or waste reported to the 1<sup>ST</sup> AD or RCO.</li> <li>• Adequate signed escape routes are provided.</li> <li>• Adequate emergency lighting is provided</li> <li>• Adequate firefighting means provided.</li> <li>• Automatic fire detection and alarm system in place. Alarm is a continuous rigging bell.</li> <li>• Evacuation plan in place, and competent people in place to assist in evacuation.</li> <li>• Production hiring studio must provide a risk assessment which covers any additional fire risks that they are bringing into the studio – i.e. sets must be suitably fire retardant.</li> <li>• Production hiring studio is given all relevant information regarding location of fire exits/fire alarm and evacuation procedures.</li> </ul>

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<p><b>Electricity:</b> Risk of electric shock injuries through faulty or poorly maintained equipment, inappropriate electrical supply, inappropriate use of equipment.</p> <p>Increased fire risk.</p>	<ul style="list-style-type: none"> <li>• The mains electrical supply in Studios is either 240 volts or 415 volts (three-phase).</li> <li>• All fixed wiring and installations have been tested and inspected within the last 5 years.</li> <li>• Electrical equipment is regularly maintained.</li> <li>• All blue plugs (16a) are to run through correct circuit breakers.</li> <li>• Regular visual inspection of cables is undertaken – with defects noted and removed from use.</li> <li>• Where domestic 240v supply is provided, equipment should be run through RCDs.</li> <li>• Anyone using electrical equipment in the studio is competent to do so and holds the relevant training/ qualifications for the activity.</li> <li>• Weekly studio inspections are carried out to check condition of plugs, cabling etc.</li> <li>• Portable Appliance Testing is carried out yearly.</li> <li>• Cables must be secured under cable ramping, if crossing fire lanes.</li> <li>• Three phase source only provided in consultation with BBCSW studio electricians.</li> <li>• Three phase for camera dollies only provided by competent BBCSW crew members</li> </ul>
<p><b>Working at Height:</b> Falls from access equipment.</p> <p>Lack of attention / awareness</p> <p>Dangerous practices</p>	<ul style="list-style-type: none"> <li>• Only competent, trained people carry out any working at height activities.</li> <li>• Any access equipment used is fit for purpose, regularly maintained and inspected, and operated by competent people who hold the relevant qualifications and licences.</li> <li>• PPE is worn as necessary</li> <li>• Harnesses are used as necessary.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Special access ladders have been provided to prevent falls. Only competent persons use ladders.</li> </ul>
<p><b>Slips:</b> Fluid on floor Inappropriate footwear</p>	<ul style="list-style-type: none"> <li>• Any spillages will have signs erected to warn people and will be cleaned up as soon as possible.</li> <li>• Only footwear appropriate for a studio environment will be accepted.</li> </ul>
<p><b>Trips:</b> Cabling Props / set Housekeeping Low level lighting</p>	<ul style="list-style-type: none"> <li>• All cabling should be managed; when possible cabling should be flown or matted. If in fire lanes it is ramped.</li> <li>• Good housekeeping procedures in place</li> <li>• Routine inspection of the studios check housekeeping procedures and remove any trip hazards.</li> <li>• Production hiring studio must provide a risk assessment to show that props and set are designed so as not to cause a trip hazard. Where there are trip hazards arising out of the set, the crew and all those working in the area should be made aware of them.</li> <li>• Only footwear appropriate for a studio environment will be accepted.</li> <li>• Lighting levels may be low, coloured and variable so extra care should be taken to avoid tripping or bumping into objects. When arriving into the studio from outdoors, time taken to adjust to light levels before walking the studio floor (in low light situations)</li> </ul>
<p><b>Objects falling from height:</b> Lighting and equipment bonded to the grid. The Lighting grid Jibs / Camera Cranes</p>	<ul style="list-style-type: none"> <li>• All equipment hung from the grid must have a tested secondary safety bond</li> <li>• The lighting grid is tested annually, and a safe working load established. Excessive loads will not be permitted.</li> <li>• Only competent, trained people who hold the relevant qualifications are allowed to work on the grid.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Before operating a camera crane over audience/members of the public, all pieces of equipment and their constituent parts must be securely fixed and cable loops kept to a minimum.</li> <li>• Where a mounting requires stabilising weights in the base, they must be properly fitted before any equipment is placed on the mounting. If fitted, safety belts must be worn.</li> <li>• The head and legs of a tripod must be secure before anything is mounted on it. Care must be taken to avoid swinging the crane over an audience. Where this is not practicable, ensure safe head room for a person standing; consider using a lookout.</li> <li>• Only competent, trained people who hold the relevant qualifications are allowed to operate camera equipment.</li> </ul>
<p><b>CoSHH</b> Substances used for cleaning, production or technical use</p>	<ul style="list-style-type: none"> <li>• Employees must not work with a hazardous substance unless they understand the risks of the work and follow the required precautions and control measures</li> <li>• Employees / clients must not introduce hazardous substances without authorisation from the studio manager</li> <li>• You must tell the studio manager if you suffer ill effects (including irritation) due to work involving substance exposure.</li> <li>• All chemicals substances etc. that are regularly used in the studios area must be assigned a suitable storage facility and copies of CoSHH data sheets retained.</li> </ul>
<p><b>Lifting Equipment:</b> Failure Misuse</p>	<ul style="list-style-type: none"> <li>• Only used by competent, trained persons working to a safe system of work</li> <li>• Will always be visually inspected by trained user prior to use</li> <li>• Must be provided with physical evidence of conformity to EC Directives on machinery safety, and that current tests and thorough examinations (aka statutory inspections) have been carried out which show that they</li> </ul>

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	<p>are safe to use, before being put into service for the first time and after major alteration or repair;</p> <ul style="list-style-type: none"> <li>• Must have its Safe Working Load (SWL) clearly marked on the equipment or on a permanently fixed adjacent position. The SWL must not be exceeded.</li> <li>• Lifting equipment must only be used for its intended purpose</li> <li>• Lifting equipment must be maintained in a safe condition and tested / certificated in accordance with legislation with suitable records kept, including its associated attachments.</li> </ul>
<p><b>Lighting Equipment</b> burns from lighting equipment lighting equipment on stands falling onto people</p>	<ul style="list-style-type: none"> <li>• Lighting equipment should only be handled by people competent to do so, and where necessary using gloves.</li> <li>• All lighting stands must be sufficiently weighted and secured. Especially if fans are to be used to simulate wind.</li> <li>• Lighting Stands will be weighted with sand bags.</li> </ul>
<p><b>Materials for use in Scenery / Properties</b> (Fire Risk)</p>	<ul style="list-style-type: none"> <li>• Fire retardant materials used in the construction of set.</li> <li>• See additional 'Designer Risk Assessment'.</li> </ul>
<p><b>Gas, Air and Water</b> Failure of equipment, misuse or injury from incorrect use.</p>	<ul style="list-style-type: none"> <li>• Gas appliances must be installed by a qualified fitter.</li> <li>• Compressed air must only be used by competent persons.</li> <li>• Water and waste points for enabling practical sinks etc. on sets are situated around the studio.</li> <li>• Fitting of the water supplies and waste pipes must be carried out by competent fitters.</li> </ul>

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<p><b>Food prep</b> In vision and / or crew catering</p>	<ul style="list-style-type: none"> <li>Food preparation is only to be carried out within food preparation areas, by competent persons trained in food hygiene practices commensurate with their work activities.</li> </ul>
<p><b>Moving Machinery</b> Injury or impact with moving machinery</p>	<ul style="list-style-type: none"> <li>Care should be exercised when on the studio floor as heavy items of powered and unpowered equipment are often moving at speed during rehearsals and recordings across the floor.</li> </ul>