



BBC Studioworks

Loading & Unloading of Set & Scenery

Health & Safety Arrangements



Table of Contents

1	INTRODUCTION	2
2	MANAGEMENT ARRANGEMENTS	3
2.1	ARRIVALS	3
2.2	DEPARTURES	3
2.3	TRAVEL WITHIN BBC STUDIOWORKS	3
2.4	LOADING	3
2.5	UNLOADING	3
2.6	SECURING LOADS	3
2.7	MANUAL HANDLING	4
2.8	PARKING	4
2.9	REVERSING	4
2.10	CARS/VANS/LORRIES	4
2.11	FORK LIFT TRUCKS	4
2.12	MAINTENANCE OF FORKLIFT TRUCKS	4
2.13	TEDDY TRUCKS	5
2.14	MAINTENANCE OF TEDDY TRUCKS	5
2.15	SCENERY TRAILERS, LIGHTING TRAILERS AND PROP CAGES	5



1 Introduction

The movement, unloading and loading of set and scenery is managed by BBC Studioworks.

Studio access roads and yards are managed by the estate manager or their agent, who are responsible for all maintenance, inspection and traffic management.

The access routes on each of our sites are used by many different persons including:

BBC Studioworks staff and contractors, local residents, guests, other site users, persons accessing and exiting the car park and public etc.

Traffic access routes is used by BBC Studioworks primarily for the unloading and loading of set and scenery into the studio.

Production goods and materials are delivered to BBC Studioworks by a set design/ construction contractor or haulier which the visiting production have booked and contracted.



2 Management Arrangements

2.1 Arrivals

All arrivals at BBC Studioworks are met and directed to the appropriate route and location on site. BBC Studioworks will determine if the set and scenery is to be stored or driven straight to the studio.

Vehicles delivering programme related materials to active studios are given instructions by Studioworks representative who is responsible for the safe supervision of arrivals to Studios.

2.2 Departures

Departures are directed to exit the site using the appropriate exit.

2.3 Travel within BBC Studioworks

All traffic roadways within BBC Studioworks site are controlled by Studioworks and the site management team. They are marshalled by Studioworks, a local speed limit applies to all transport operating on site and must be adhered to.

2.4 Loading

Vehicles loading programme-related materials for transit to studios are under the supervision of the Studioworks team. All other loading on site is under the control of the estate management and marshalled by site security.

2.5 Unloading

Vehicles discharging programme-related materials from vehicles to BBC Studioworks studios are under the supervision of the Studioworks crew after arrival. All other unloading on site is under the control of the estate management and marshalled by their nominated site security.

The Studioworks crew will assess the condition of programme related loads arriving at BBC Studioworks. These will often be under the control of productions. Unsafe loads will be documented, reported, and assessed, a safe method offloading needs to be agreed before any items can be removed. If a safe method cannot be devised the vehicle will not be unloaded. In this event the visiting production will be contacted, and a reassessment will be made to introduce new controls to unload safely.

2.6 Securing Loads

The securing of loads for programme-related materials at BBC Studioworks studios are under the supervision of the Studioworks crew, all other securing of loads at BBC Studioworks is under the control of the estate management or their representatives and marshalled by site security.



2.7 Manual Handling

The manual handling of programme related loads onto, or off vehicles is covered by manual handling risk assessments. The environment is considered as a key part of these assessments.

2.8 Parking

Parking areas are under the control of the estate management and marshalled by site security unless parking is under the direct control of Studioworks.

Parking for the purpose of loading/unloading programme-related materials for transit to/from BBC Studioworks studios is under the supervision of the Studioworks crew and marshalled by site security in conjunction with Studioworks.

2.9 Reversing

Solo reversing of HGV's is prohibited.

Occasions when vehicles need to reverse for the purpose of loading/unloading programme-related materials for transit to/from BBC Studioworks studios a competent person, is appointed to supervise the activity.

All other reversing is under the control of the estate management and marshalled by site security.

2.10 Cars/Vans/lorries

Privately owned vehicles must conform to general site rules.

2.11 Fork lift trucks

BBC Studioworks operates fork lift trucks. Drivers are provided with formal training and instructed on the hazards, risks and procedures for FLT operation at BBC Studioworks prior to being authorised to operate the trucks on programme related operations. Proof of an in date photographic licence is mandatory.

2.12 Maintenance of forklift trucks

Maintenance, both PPM and reported fault repair, is sub-contracted and the contractor undertakes maintenance operations on-site at BBC Studioworks. Drivers undertake a visual inspection prior to the operation of a FLT.



2.13 Teddy Trucks

BBC Studioworks operates a number of Teddy Trucks which are primarily used to tow prop cages and barrow cars for programme-related operations. Barrow cars and prop cages consist mainly of lighting equipment (inc. luminaries), scenery, rostra, and props.

Drivers are certificated to drive Teddy Trucks by completion of a supervised training programme, and subsequent regular competency reviews, and are instructed on hazards, risks and procedures specific to the safe system of work in studio-related operations at BBC Studioworks prior to being authorised to operate the Teddy Trucks on studio-related operations.

Teddy Trucks are driven and operated by BBC Studioworks competent drivers.

2.14 Maintenance of Teddy Trucks

Maintenance, both PPM and reported fault repair, is sub-contracted to contractors who undertake maintenance operations on-site at BBC Studioworks. Drivers undertake a visual inspection prior to the handover from maintenance to operation of a Teddy Truck.

2.15 Scenery Trailers, Lighting Trailers and Prop Cages

BBC Studioworks owns and operates a number of Scenery Trailers, Lighting Trailers and Prop Cages which are primarily used to transport and store loads consisting of lighting equipment (inc. luminaries), scenery, rostra, and props on programme-related operations.

Drivers are permitted to couple/decouple and tow Scenery Trailers, Lighting Trailers and Prop Cages safely by completion of a supervised training programme and subsequent regular competency reviews and instruction on safe operations at BBC Studioworks prior to being authorised to operate Scenery Trailers, Lighting Trailers and Prop Cages on studio-related operations.

The Scenery Trailers, Lighting Trailers and Prop Cages are loaded/unloaded by both BBC Studioworks crew and production staff.