

# Television Centre Grid Induction – Studios 1, 2 & 3

(read carefully and complete the sign-off)



1.	Fire Exit routes must be maintained. Fire points, fire exits, and studio fire lanes must always be kept clear.		
2.	Identify all emergency escape routes from work areas, and all site assembly points.		
3.	Welfare facilities are detailed during the site inductions.		
4.	Smoking (including vapes) is only permitted at the external designated smoking areas and prohibited inside all buildings.		
5.	Staff and contractors are forbidden to enter the studio grids unless authorised to do so by an Authorised Person. Before entering any studio grids, all loose items must be left in the lockers provided. Hand tools should only be used if required for the task and must be tethered.		
6.	Authorised Person – Grid Authoriser		
	1. Construction Manager	4. Operations Manager	
	2. Electrical Gaffer (incl. Workshop Supervisor)	5. Technical Services Manager	
	3. Resource Manager	6. Operations Team Manager	
7.	Grid beacons must be activated and checked to be working before entering the grid area.		
8.	Before accessing the grid, Security (020 3327 7443) must be alerted to temporarily disable the fire detection system. Security must be contacted again upon completion of the task to reactivate the fire detection system.		
9.	Use of grid access-hatches must be arranged <b>in advance</b> and agreed by one of the Authorised Persons identified in section 6. Only authorised lifting points are to be used to transfer kit through the hatches. Use of these hatches must be indicated within the contractor or production RAMS.		
10.	Always face the high-level gantry steps/ladders when ascending or descending to and from the grids. Maintain three points of contact (two hands and one foot, or two feet and one hand) at all times.		
11.	During production activity, the floor space directly beneath the grid-working area must be marshalled by designated staff/contractors. All other operatives at ground level must be advised of overhead activity in the grid.		
12.	A nominated person must police the studio floor for the duration of the overhead work, with a physical barrier to prevent people entering the area if necessary.		
13.	A full handover must be conducted if works in the grid have not been completed by the end of a shift, and given to the Authorised Person.		
14.	Ensure familiarity with the contents of generic and production-specific Risk Assessments and Method Statements (RAMS) in advance of commencing all studio and grid work. The induction sheet must be signed and dated, and the Grid Standing Instructions understood before commencing grid activity.		
15.	Copies of relevant competency certification should be provided to the Authorised Person, together with a signed copy of the Risk Assessment and Method Statements (RAMS) on request.		
16.	A Hot Work Authorisation permit is required from BBC Studioworks Facilities Office in advance of any welding, powered cutting, burning, soldering or grinding tasks.		
17.	All accidents or near-miss incidents must be reported to the Authorised Person or documented on the relevant Studioworks Incident Report (applies to staff and contractors).		
18.	All scaffolding rigging/derigging activities must be completed to NASC safety standards (inc SG10 guidance).		
19.	All rigger work must be completed to NRC standards and works undertaken by qualified, competent operatives only.		
20.	Licensed/trained operators only to use motorised vehicles, with a banksman present for oversize loads. Visual inspections of all powered access plant must be carried out before use. In the event of a fuel or oil spill, the area must be cordoned immediately and made safe.		
21.	Hand-power tools must be safe and suitable, and inspected before use (110v only).		
22.	Scaffolds/mobile towers to be erected to SG4.10 standard (Preventing Falls from Scaffolding).		
23.	Grid, gantry, stairs and fire-lane walkways must be kept clean and tidy, and all waste disposed when works are complete.		
24.	Emergency equipment (e.g. first aid kit, defibrillator, eye wash) are available from reception. First aid kits are located across the building.		
25.	There is encapsulated asbestos (ACMs) present within the TC2&3 grids. No works that penetrate the fabric/structure to be carried out without an Asbestos Permit. Any damage should be immediately reported to the Authorised Person or Security (020 3327 7443).		

I have read and understood the above instructions:

Signature:		Print Name:		Date:	
Inducted by:		INDUCTIONS ARE VALID FOR 2 YEARS			