



Standing Instruction for BBC Elstree Centre Studios Grid Activities

Studio Grid Areas at BBC Elstree Centre Studios

Instruction:

The intention of this instruction is to communicate the controls designed to eliminate or minimise any danger from access to the studio grids (including fall from height) and to prevent objects falling from height when working in the grids.

BBC Studioworks (BBC SW) would like to encourage staff and contractors to look out for and report any issues to us.

BBC Studioworks operate an authorised user system, where all requests for grid access are checked against a register. If an individual is not on the register a grid induction will be given before work commences provided the individual is deemed to have a legitimate requirement to enter the grid.

The following activities have been included in this instruction:

Grid activities:

- Access and egress to the grids in BBC Elstree Centre Studios
- Working on the grid structure with object(s) that could potentially fall through grid bars.
- Rigging and related stage set-up and strike activities including loading in and out of the grid.
- Walking and working on grid structure.
- Fixed hoist use, slinging and lifting.
- Staff & visitors having access to staircase leading to grid.
- Lone working.

The studio grids are restricted areas and before work is undertaken requiring access to them, authorisation must be gained from one of the following authorising persons:

List of Authorisers for this Standing Instruction:

- **Construction Manager**
- **Electrical Gaffer (Incl. Workshop Electrical Gaffer)**
- **Resource Manager**
- **Turnround and Operational Compliance Manager**

- **Operations Manager**
- **Technical Services Manager (Interserve works only)**

Before access is granted a brief description of the work activity and the duration of the work must be given to the authoriser. Other studio users will be notified work is taking place in the grid. One of the authorisers must be made aware if lone working is intended.

When entering the grid the measures below must be adhered to at all times:

1. **ACCESS (AUTHORISATION)** - All staff and contractors are forbidden to enter the studio grid areas unless included on the authorised user register.
2. **ACCESS (AUTHORISATION)** - The authoriser will check individuals against a register for authorised persons, and provide them with induction training and studio rules if they are not on the register. Induction and access will only be provided to those with a legitimate need to enter the Grid.
3. **ACCESS (AUTHORISATION)** - In the case lone access to the Grid is required; the authoriser must be notified.
4. **ACCESS (SIGNS)** - High level grid beacons must be activated and checked they are operating before entry to the grid.
5. **ACCESS (SIGNS)** - Floor level beacons must be deployed at stage entrances and checked they are operating.
6. **ACCESS (INFORMATION)** - To the grid landing is signposted and studio management and emergency contact details are provided.
7. **ACCESS (FALLING OBJECTS)** - Before accessing the grid, all pockets must be emptied of loose items including coins and mobile phones and placed in the designated grid trays. Hand tools for grid working should only be taken into the grid when needed and should have lanyards attached. Tools where practicable should be tied to lanyards and cables to yellow floats.
8. **WORK AT HEIGHT (HUMAN FACTORS)** - Individuals with a fear of heights should make the nominated authoriser aware of any fear of heights and restricted spaces before accessing the grid areas.
9. **WORK AT HEIGHT (FALLING OBJECTS)** - All loose cables and equipment belonging to BBC SW that could potentially fall through the grid are fitted with yellow floats. Only essential items and tools should be taken into the grid and tools should be on a lanyard where practicable.
10. **WORK AT HEIGHT (FALLING OBJECTS)** - Area below grid working areas should be coordinated with other staff, contractors and stage floor occupants by stewarding and for use of barriers where practical to prevent those working directly below active areas from falling objects and allow attachment to or removal of hoist lines. The Floor Manager should be consulted when Production are present.
11. **WORK AT HEIGHT (FALLING OBJECTS)** - All Items that do not belong in the grid should be removed in a safe manner. Housekeeping issues should be reported to BBC SW.
12. **WORK AT HEIGHT (LIFTING/HOISTING)** - All lifting equipment and lifting accessories are subject to regular 6 monthly or 12 monthly checks. Any faults noted by the user should be reported to the BBC SW authorisers with the equipment be taken out of use.

13. **WORK AT HEIGHT (LIFTING/HOISTING)** - If alternative equipment is required this should be discussed with the BBC SW authoriser.
14. **WORK AT HEIGHT (INFORMATION)** - If works in the grid have not been completed by the end of a shift, a full handover must be completed between BBC SW authorisers. (Ref: Hand-over check sheet)
15. **HOUSEKEEPING** - Regular housekeeping checks to be carried out by grid users and monitored by BBC SW through monthly inspections and recorded actions. Please report any issues to BBC SW.