



## Standing Instruction for Television Centre Studios - Grid Activities

The intention of this instruction is to eliminate / minimise any danger from objects falling from the grid areas as well as any fall from height risk.

### Instruction:

Before access is granted an appropriate description of the work activity and the duration of the work must be given to the authoriser for approval as well as to the person in control of the studio floor. All other Studio users must then be notified that work is taking place in the grid.

### List of Authorisers for this Standing Instruction:

The Studio Grids are highly restricted areas and before any work is undertaken which requires access to them, authorisation must be gained from one of the following:

- Turnround and Operational Compliance Manager
- Facilities Manager
- Technical Services Manager
- Construction Manager
- Electrical Gaffer
- Resource Manager
- Individuals appointed to this role by the Turnround and Operational Compliance Manager (this maybe for a specific project/period of time)

### Emergency Access:

Security Supervisors are able to access the grid in the event of an emergency or if first aid is required. Security can be contacted on 0203 327 7443.

You are required to follow the precautions listed below when entering/working in the grid and must be adhered to at all times:

1. Grid working should be avoided whenever practicable to do so (e.g. by suspending equipment from hoists or gantries instead). When grid working is required then the relevant risk assessments and method statements should be read and adhered to, or drafted for approval if it is a novel activity.
2. **Grid Hatches** - The opening of grid hatches is prohibited without the express permission of Turnround and Operational Compliance Manager (or their nominated deputy) and is subject to a separate approval process. This is because the opening of grid hatches introduces a fall risk to the grid. The Turnround and Operational Compliance Manager (or their deputy) will require to see and approve a specific risk assessment and method statement for works which require the opening of grid hatches. This will include details on how protections will be put in place to safeguard workers, how open hatches will be policed (with only one hatch open at one time, and only whilst passing items through hatch) and the measures which will be taken to prevent others entering the grid area when a hatch is open.
3. Only people who have completed an induction will be authorised to enter the grid. Details of this will be kept on an induction database. It is important that individuals (staff and contractors) should be familiar with these instructions and abide by them.
4. Once the induction has been completed and approval to enter the grid has been agreed access is permitted.
5. Before entering the grid security must be contacted to disable the fire alarm beam detection system present in the grid being accessed.  
**This is very important as inadvertent activation of the fire alarm is possible while this system is active.** Security can be contacted on 0203 327 7443. Contacting security also fulfils a H&S duty to ensure others are aware of people working in the grid.
6. Before accessing the grid, each person involved must empty his/her pockets of all loose objects (i.e. coins, lighters and mobile phones) and place them in the stowage on the studio gantry or other secure area.
7. Only essential tools should be taken into the grid. Where it is possible, these tools should be attached to the user via a lanyard or an attachment placed on the tool in order to prevent it falling through the gaps in the grid.
8. When grid working is taking place in the studio warning cones displaying "Keep Out. Grid work in this studio." must be placed at/in all entrances to the studio. This signage resides in each studio close to the pedestrian entrances or can be obtained from the Storage Wedge. Each sign incorporates a small mains operated beacon that must be plugged into an adjacent 13A socket by the user. On entry to the grid, and activated by the grid lighting switch, the grid-level flashing beacons will illuminate and an initial warning siren will sound. If these beacons or siren fail to activate then you should not enter the grid and you should alert the grid authoriser in order to remedy this.
9. A nominated person must police the studio floor for the duration of the overhead/grid work, and the area underneath the point at which you are proposing

to work (plus several metres beyond) must be kept clear, including access to that point. Everyone working in the studio should be made aware of the grid work by nature of verbal warnings and the signage highlighted above. Where required a physical barrier must be employed to stop persons entering into the area below the grid activity. This area should still be policed.

**Barriers, hazard tape, signage and beacons can be obtained from Logistics.**

10. When equipment has to be suspended from above the grid, it is the responsibility of the Contractor or the department concerned to ensure that authorised suspension points are used. The equipment and any cables must be made secure in such a way that they cannot fall.
11. **Encapsulated Asbestos.**  
In studios TC2 and TC3, the walls and beams on the soffit have been sprayed with a protective white coating to encapsulate asbestos containing materials. Whilst most of the accessible beams (diagonal and floor members) have metal cladding. If at any stage you damage any of the metal or painted encapsulation, or find it to be damaged you must stop work, exit the area and report it immediately to the authoriser.
12. When the work in the grid is completed, all tools and unsecured equipment must be removed. Never store equipment or materials in the grid area and remember to switch off working lights when you leave. Ensure all grid doors are closed. Grid-level beacons should switch off automatically when the grid lighting is switched off and floor level warning beacons should be unplugged and stored nearby.

**NOTHING MUST BE STORED ON THE GRID,  
EVEN TEMPORARILY.**

13. Once works in the grid has been completed the grid authoriser should be informed that works are complete, and floor beacons switched off.

**All novel and/or unusual activities must be individually risk assessed, additional appropriate control measures introduced, and the authorising person(s) must be notified for their approval.**

**Any damage, faults or loose fittings found whilst working in the grids must also be reported immediately.**

**IF IN ANY DOUBT, ASK AN AUTHORISER.**