



Company Health & Safety Policy

File: Company Health & Safety Policy
Version: Version 5.1
Last Reviewed: 19/02/2026

WE ARE STUDIOWORKS

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1. Introduction

The maintenance of health, safety and security in the working environment is BBC Studioworks' biggest priority. The company maintains a proactive approach in identifying, reviewing and addressing risks and incidents with a view to minimising and ideally preventing any incidents, accidents and injuries. This health and safety policy outlines our commitment to ensuring we operate in a safe and healthy manner. Our underlying philosophy is to provide a consistently safe and effective working environment for all those who enter our work environments including staff, freelancers, contractors, customers and members of the public. Everyone has a part to play in ensuring this healthy, safe and secure environment and this policy outlines specific responsibilities in the company and how these responsibilities are cascaded down the management line.

2. Health & Safety Policy Statement

This is the Health & Safety Policy Statement of BBC Studioworks Ltd. Our statement of general policy is:

- to operate a proactive approach to the assessment and mitigation of risks
- to provide adequate and appropriate control of the health and safety risks arising from our work activities
- to consult with our employees, relevant freelancers, contractors and other stakeholders on matters affecting their health and safety
- to provide information, instruction and supervision for employees or, where relevant, those working for us
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to engage with competent and professional contractors
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions and
- to review and revise this policy as necessary at regular intervals.

The Health & Safety Policy sets out the organisation and arrangements for achieving and maintaining these standards of health and safety at work throughout the company, and we are committed to its communication and successful implementation.

Andrew Moultrie – CEO



3. Health & Safety Responsibilities

Overall responsibility for company health and safety rests with the CEO.

To ensure health and safety standards are appropriately maintained and managed, health and safety responsibilities are cascaded down the management line. Details of those with specific overarching responsibilities are set out in the sections below:

3.1. CEO

The CEO has ultimate responsibility for overseeing the development and implementation of a robust and appropriate safety management system and arrangements within the company.

3.2. Director of Operations

The Director of Operations has overall responsibility for the implementation of the Health and Safety Policy within BBC Studioworks' facilities.

They will ensure:

- communication of safety arrangements downwards through line management and onwards to staff, freelancers and other stakeholders
- they facilitate and encourage a proactive approach to health and safety management throughout the company.
- that a regime is put in place where the risks associated with any work activity are assessed at the planning and implementation stages and appropriate action taken
- responsibility for safety is assigned, making sure everyone understands their responsibilities and there are no overlaps or gaps in arrangements.
- staff and other relevant stakeholders receive adequate information, instruction, supervision and training.
- all accidents, incidents and near misses are reported, investigated and appropriate follow-up action taken.
- regular review of health and safety performance resulting from the activities under their control.
- ensure co-operation, co-ordination and communication between all parties regarding health and safety issues.
- plan, implement and monitor the health and safety arrangements.
- ensure there are adequate first aid and fire arrangements to deal with injury, ill-health and/or emergency throughout the project.
- ensure fire prevention control and evacuation arrangements are addressed in all premises and that safety information is communicated effectively.



3.3. Operations Manager (Drama Services)

To support the Director of Operations in executing health and safety responsibilities, the Operations Manager (Drama Services) must:

- ensure staff and, where relevant, other workers are trained, competent and aware of the safety arrangements and risks arising out of their work.
- where health and safety responsibility are delegated, ensure the nominated person is trained and competent in health and safety.
- select competent contractors.
- ensure adequate information, instruction and supervision is given to all staff and freelancers.
- ensure risk assessments are completed, detailing all the significant risks on the project and the precautions taken required to eliminate/ reduce them to an acceptable level.
- ensure risk assessments are available to all those responsible for and involved in the work being assessed.
- ensure co-operation, co-ordination and communication between all parties regarding health and safety issues.
- plan, implement and monitor the health and safety arrangements.
- ensure all accidents and near misses are reported, investigated and appropriate follow-up action taken.
- ensure there are adequate first aid and fire arrangements to deal with injury, ill-health and/or emergency throughout the project.
- ensure fire prevention control and evacuation arrangements are addressed in all premises and that safety information is communicated effectively.

3.4. Resource Managers

Resource Managers must:

- be suitably and adequately trained in health and safety
- understand and ensure that health and safety arrangements are communicated to all project personnel under their supervision or control and that the requirements of the policy are adhered to
- when appropriate, draft a written risk assessment detailing all the significant risks for their area of activity/control and the control measures taken to eliminate or reduce them to an acceptable level
- ensure risk assessments are shared with all those responsible for and involved in the work being assessed
- request, review and feedback to contractors on the adequacy of their risk assessments
- monitor the health and safety arrangements for compliance

Resource Managers are responsible for the coordination and communication of the risk assessments between Studioworks, the production and the landlord, where relevant (three-way flow of documentation). This includes issuing the studio safety arrangements. Resource Managers will also review the adequacy of the risk assessments submitted by the production and may request changes to their risk assessment and proposed ways of working before allowing the activity to take place. Resource Managers will also communicate the risk assessments to the Turnround staff.



3.5. Estates Manager

To support the Director of Operations in executing health and safety responsibilities, the Estates Manager must:

- be suitably and sufficiently trained in health and safety
- oversee and co-ordinate the risk assessment process
- ensure the risks associated with any work activity are assessed at the planning and implementation stages and appropriate action taken
- where appropriate, and working with the relevant Resource Manager, ensure visiting Productions and contractors submit a risk assessment for their activities and ensure no conflicting arrangements result. These risk assessments should be reviewed for adequacy and amendments requested (where relevant) before the activities are undertaken
- ensure risk assessments are shared with all those responsible for and involved in the work being assessed
- check competence of staff
- ensure safe selection of facilities and equipment
- select competent contractors where relevant
- act as liaison point for contractors where relevant
- monitor contractors' safety arrangements
- review contractors' risk assessments and incorporate relevant findings into the production risk assessment
- coordinate the findings of the risk assessments between contractors
- manage the company wide incident reporting and investigation procedure
- maintain records of all health and safety training
- notify individuals and their line manager when training certificates near expiry
- assist line managers with booking accredited training courses for their staff/ contractors
- ensure all staff have completed the mandatory health and safety training/ qualifications associated with their role



3.6. Studio Manager (Kelvin Hall)

To support the Director of Operations in executing health and safety responsibilities, the Studio Manager (Kelvin Hall) must:

- be suitably and adequately trained in health and safety
- understand and ensure that health and safety arrangements are communicated to all project personnel under their supervision or control and that the requirements of the policy are adhered to
- when appropriate, draft a written risk assessment detailing all the significant risks for their area of activity/control and the control measures taken to eliminate or reduce them to an acceptable level
- ensure risk assessments are shared with all those responsible for and involved in the work being assessed
- request, review and feedback to contractors on the adequacy of their risk assessments
- monitor the health and safety arrangements for compliance
- ensure all logistic operations are managed safely
- liaise with the site landlord/facilities department to ensure site safety
- select competent contractors
- act as liaison point for contractors
- monitor contractors' safety arrangements
- review contractors' risk assessments
- ensure all staff/freelancers are provided with adequate information, instruction, supervision and training
- manage COSHH arrangements
- manage the studio gantry induction procedure, performing studio gantry inductions and maintain records

3.7. Project and Technical Services Manager (TVC)

To support the Director of Operations in executing health and safety responsibilities, the Project and Technical Services Manager must:

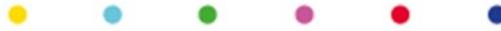
- be suitably and sufficiently trained in health and safety
- oversee and co-ordinate the risk assessment process
- select competent contractors
- act as liaison point for contractors
- review contractors' risk assessments and method statements
- monitor contractors' safety arrangements
- manage all building and studio statutory compliance inspections
- ensure all mechanical and electrical (M&E) equipment is maintained and in safe working order



3.8. Facilities Managers

To support the Director of Operations in executing health and safety responsibilities, Facilities Managers must:

- be suitably and sufficiently trained in health and safety
- oversee and co-ordinate the risk assessment process
- ensure all relevant statutory compliance inspections and routine maintenance is carried out
- select competent contractors
- act as liaison point for contractors
- monitor contractors' safety arrangements
- review contractors' risk assessments
- manage a permit to work system
- ensure fire risk assessments are in place
- ensure adequate fire warden cover
- ensure adequate first aider cover
- provide and manage all first aid equipment
- manage site induction document content and their process
- ensure tenants comply with health and safety legislation
- ensure landlords comply with health and safety legislation
- manage the site incident reporting and investigation procedure
- ensure emergency procedures are in place and effectively communicated
- liaise with landlords and other stakeholders to ensure a collaborative approach to site safety
- where appropriate, working with the relevant Resource Manager to review and request amendments to production risk assessments and arrangements.



3.9. Operations Team Manager

To support the Director of Operations in executing health and safety responsibilities, the Operations Team Manager must:

- be suitably and sufficiently trained in health and safety
- oversee and co-ordinate the risk assessment process
- where appropriate, and working with the relevant Resource Manager, ensure contractors from visiting Productions submit a risk assessment for their activities and ensure no conflicting arrangements result. These risk assessments should be reviewed for adequacy, and amendments requested (where relevant) before the activities are undertaken
- ensure all logistic operations are managed safely
- liaise with the site landlord/facilities department to ensure site safety
- select competent contractors
- act as liaison point for contractors
- monitor contractors' safety arrangements
- review contractors' risk assessments
- ensure all staff/freelancers are provided with adequate information, instruction, supervision and training
- manage COSHH arrangements
- manage the studio grid induction procedure, performing studio grid inductions and maintaining records

3.10. Lead Gaffer

The Lead Gaffer (or Senior Production Electrician) is the Supervisor of the electrical department, which includes Technicians and Lighting Crew. They are responsible for providing visiting productions with relevant health and safety information for working on the studio grid and the electrical supply. The Lead Gaffer will be suitably and sufficiently trained in health and safety with a BS7909 qualification.

Studio Grid System

Lead Gaffers are responsible for electrical work carried out in the studio grid system. They are responsible for:

- access control
- ensuring only competent persons who are suitably trained are permitted to work on the grid
- ensuring the control from the risk assessments are communicated and implemented
- ensuring safe working practices are followed
- monitoring the safety controls while persons work in the grid
- the maintenance, statutory inspection and testing are carried out to the correct schedules and records are kept up to date
- visiting productions are provided with the suitable and sufficient rigging equipment where permitted
- ensuring that equipment is rigged within the correct procedures, implementing sufficient secondary bonding with correctly tested hanging accessories

Electrical Systems



The Lead Gaffer is responsible for:

- engaging competent persons
- the management of the electrical systems to BS 7909
- equipment used is subject to reasonable checks prior to use
- equipment loaned out to visiting production is maintained and inspected
- additional lighting equipment provided to the visiting production is suitable and sufficient

3.11. Construction Manager

The Construction Manager will be responsible for the safe management of:

- setting and striking of scenery
- building temporary structures e.g. stages
- scenic activities within the studio grids

The Construction Manager will ensure:

- competent staff are engaged
- information is provided by the Production which details health and safety specifications of the set e.g. flame retardant, weights etc. to ensure a suitable and sufficient risk assessment is undertaken for the setting and striking of the set
- ensure staff are trained in safe manual handling practices
- ensure staff are trained in the safe erection of temporary structures

3.12. Team Leaders

Team Leaders have the responsibility and authority to ensure the work they are responsible for is safe and risks to health are appropriately minimised/eliminated. In addition to their individual responsibilities, Team Leaders must:

- ensure the communication of safety arrangements downwards through line management and staff/freelancers
- ensure adequate resources are allocated to the health and safety of the production
- know the health and safety best practices that apply to their work
- assign responsibility for safety, making sure everyone understands their responsibilities and there are no overlaps or gaps in arrangements
- ensure staff receive adequate information, instruction, supervision and training
- ensure that all accidents, incidents and near misses are reported, investigated and appropriate follow-up action taken
- ensure regular review of health and safety performance resulting from the activities under their control



3.13. Contractors

All contractors must

- ensure staff under their control are competent
- provide information, instruction and supervision for staff under their control
- provide and share a risk assessment and/ or method statements for all work activities with the relevant Resource Manager or the Estates Manager
- abide by all rules relevant to the production or facility
- appoint competent sub-contractors, where applicable
- ensure that significant findings of risk assessments and the necessary control measures are implemented
- report all accidents and near misses to the Production
- Ensure the safety of all individuals under their control, or those who might be impacted by their works, is suitably considered in their risk assessments and ways of working

3.14. Staff and freelancers

All individuals are expected to:

- take reasonable care of themselves and of anyone else who may be affected by their work
- know and follow the health and safety requirements and risk assessments relevant to their work
- co-operate with their manager in health and safety matters, including risk assessment and any controls identified
- not take risks that may endanger themselves or others
- not interfere with or misuse anything provided in the interests of health and safety, fire or first aid
- report all near misses, accidents, faults and deficiencies to their manager
- seek advice if in doubt about the adequacy of any safety arrangements
- not undertake work unless they been provided with suitable training, information and instruction
- undertake health and safety training, as directed



3.15. Individuals with Specific Health and Safety Roles

First Aider

The First Aiders must:

- respond to all calls for first aid assistance
- where relevant, call or instruct another individual to call the emergency services if this hasn't already been done
- refer the patient on to hospital or GP (if appropriate) if it is the view of the First Aider that further medical treatment is required
- complete a monthly check of first aid equipment and first aid rooms
- keep designated first aid box(es) in a fully stocked condition with all items within their expiry date
- provide a report of all first aid treatment to the Facilities Manager
- ensure first aid notices are kept up to date
- ensure that their First Aid Certificates do not expire

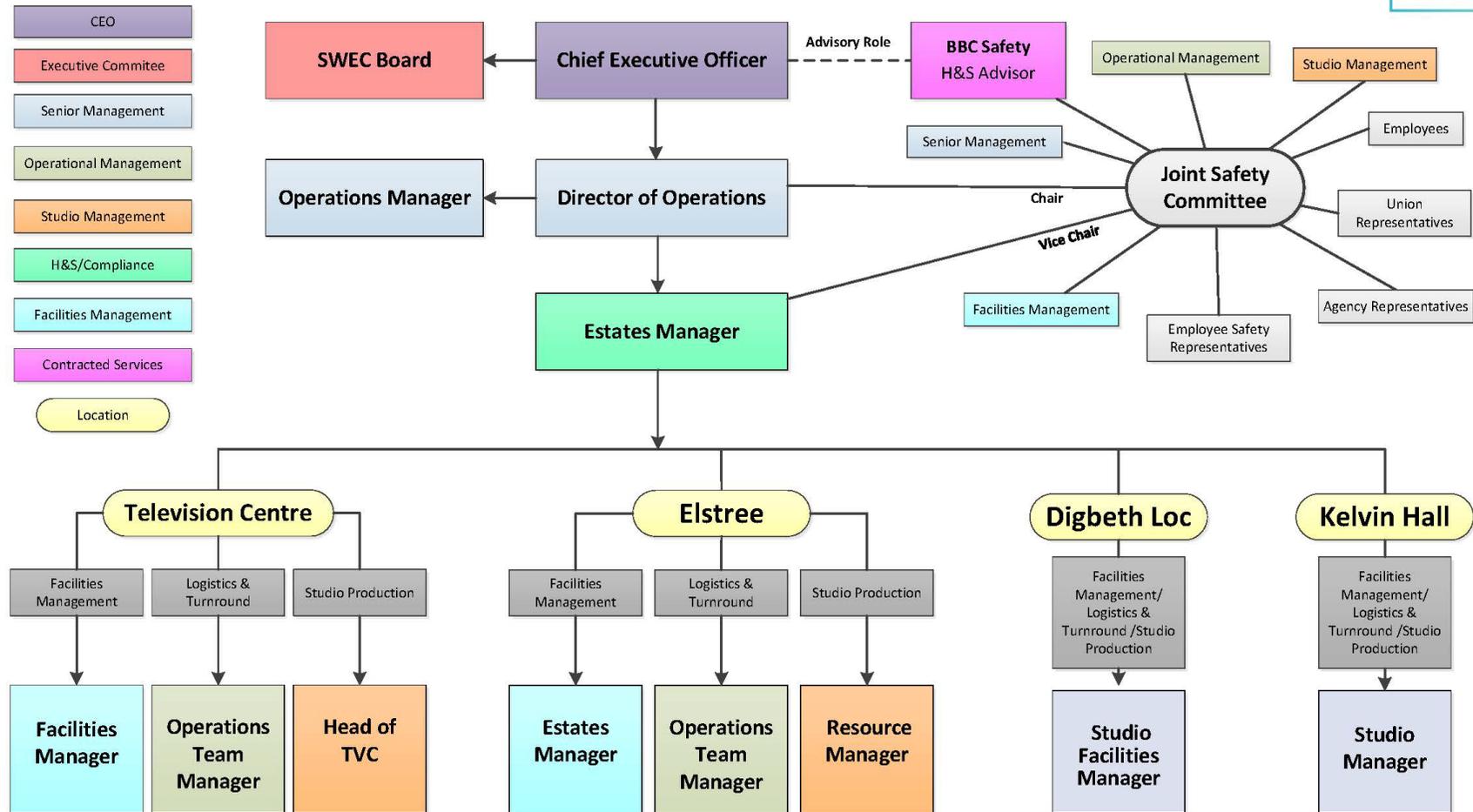
Fire Warden

Emergency evacuation procedures require a sufficient number of Fire Wardens are appointed to facilitate evacuation of buildings. Fire Wardens must be totally familiar with their designated search areas and must:

- request building occupants to immediately evacuate the building upon activation of the fire alarm
- search designated areas to ensure total evacuation, whilst not putting themselves at risk
- check the occupancy status of any disabled refuge area within their designated search area
- direct all building occupants to the nearest assembly point
- report the status of their designated search area to the Fire Coordinator or Security Manager

4. HEALTH AND SAFETY ORGANISATION CHART

BBC Studioworks Health and Safety Organisational Chart



5. RISK MANAGEMENT PROCESS

5.1. PLANNING AND PREPARATION

Cooperation, Coordination & Communication

An initial planning meeting will take place with the visiting production which will determine safety arrangements. This will be documented in the visiting productions risk assessment and will include where appropriate contractors risk assessments (e.g. rigging works) and submitted to BBC Studioworks for their review and approval.

The relevant risk assessments will be made available to the visiting production by BBC Studioworks, including any specific risk assessment drafted specifically for this production. Where appropriate, this risk assessment will include other departments/ contractors risk assessments e.g. Lighting

The studio rules and emergency arrangements will be submitted to the visiting production by BBC Studioworks. BBC Studioworks risk assessments will be retained for a minimum of 3 years.

Recruitment / Crewing up

When recruiting operational staff, competency checks are carried out to ensure staff can demonstrate adequate knowledge of health and safety responsibilities within their role. The Director of Operations and Estates Manager will select those most suitable for the work intended.

Competence will be judged on the basis of:

- safety training received
- relevant experience, knowledge and understanding
- suitability for the work required

Contractors

Contractor's safety competence is established at the selection stage of the contract process. Selection criteria includes:

- Examples of experience of the type of work – testimonials from previous clients, portfolio of work
- Membership of professional organisations and associations
- Training records and qualifications, including safety training
- Examples of risk assessment control measures adopted
- Proof of equipment and/ or maintenance records
- Accident history
- Enforcement history
- Insurance information.



5.2. During Production

Communication

The significant findings of the risk assessment together with details of any controls or remedial actions to be undertaken is communicated to staff and others involved or affected. Communication is provided by, but not limited to:

- pre-production meetings
- safety briefings
- safety information written on call sheets
- a copy of the risk assessment being available at all times

Reviewing and Monitoring

Reviewing and monitoring is an essential aspect of maintaining and improving health and safety performance. Safety arrangements are regularly reviewed, particularly when changes occur such as changes in ways of working or changes to the working environment.

Safety is monitored by:

- carrying out safety inspections
- reviewing risk assessments as required and making adaptations as necessary
- examining accident /incident data
- examining ill health data

Findings should always be reported to the relevant stakeholders and actions taken to address any shortcomings as part of a regime of continuous improvement.

Fire and Emergency Evacuation Procedures

Each building has arrangements in place to cover fire, accidents, bomb threat or other emergency to ensure a prompt response and safe evacuation.

All personnel should familiarise themselves with the emergency evacuation procedures.

All means of escape will be clearly sign posted and procedures set in place, which ensure that the alarm is raised promptly in the case of emergency.

Productions should make themselves aware of the evacuation and fire procedures while at BBC Studioworks and relevant documentation can be provided to them.



Accidents

Staff must report all accidents, incidents, near misses and cases of absence through work related injury on the current accident report form. The Estates Manager is responsible for gathering Accident Report forms from the manager of the relevant business area and for ensuring an appropriate level of investigation is carried out. If the accident/incident is serious, it may need reporting to the HSE. Any questions should be directed to the Estates Manager.

AFTER PRODUCTION

Review

Where appropriate a safety wash-up/review meeting will be held at the end of the production to discuss safety performance and compliance.

6. PREMISES PLANT & EQUIPMENT

6.1. Premises Safety File

The division of maintenance responsibilities between the Landlord and BBC Studioworks, for the building and the inspection and testing of plant will be determined by the agreements detailed in the Premises Safety Files.

Premises Safety Files detail who is responsible for the maintenance, test and inspection of the plant and work equipment, the principal contractor and where applicable the subcontractor undertaking the work and records of inspection.

6.2. Work Equipment

- Work equipment will be assessed for its suitability for the task before purchase.
- Staff must be competent to use the work equipment required for the task and should report any equipment failures to their manager. The manufacturer's instructions should always be available for reference.
- A register of work equipment will be kept. Work equipment will be adequately maintained. Faulty equipment is to be reported, taken out of service, repaired or replaced.
- Portable and fixed electrical equipment will undergo regular testing, checks and maintenance.
- Lifting equipment will undergo regular testing, checks and maintenance.
- All building services will be maintained in good working order, regularly checked, tested and records kept.
- The workplace will be kept clean and tidy. This will be monitored by the completion, at regular intervals, of an office inspection.



6.3. Fire & Emergency Arrangements.

The priorities are as follows:

- to ensure the safety of all persons, people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;
- to call the emergency services when appropriate;
- to safeguard the premises and equipment, if this is possible, without putting persons at risk.

The person who discovers the emergency should raise the alarm immediately by the most appropriate means and ensure that the manager on duty, or in their absence, a senior member of staff is informed immediately and that where appropriate the emergency services are summoned. They will liaise with the emergency services when they arrive and take advice from them.

Fire risk assessments for the premises should be carried out and updated as necessary by a competent person.

All fire prevention and detection equipment (fire extinguishers, detectors, alarms) will be maintained in good working order and regularly checked, tested and records kept.

Fire evacuation drills will be carried out at least once a year and records kept.

7. Other Regulatory Compliance Issues

7.1. Communication & Consultation

Under the Health and Safety (Consultation with Employees) Regulations employers are required to consult with employees' representatives on certain specified matters, including the introduction of any measures at the workplace which may substantially affect the health and safety of those employees and the health and safety consequences of the introduction of new technologies into the workplace. Within BBC Studioworks, arrangements for such activity have been made through the elected employee representatives and who attend the Joint Safety Committee meetings. Members will work with the business to introduce practical management systems that improve health and safety standards within BBC Studioworks.



Terms of reference of the Joint Safety Committee

Membership of the Studioworks Joint Safety Committee (JSC) is shown in section 4: Studioworks Health and Safety Organisation Chart and meets quarterly. The JSC consults on the effect of new legislation and ensures that health and safety is given the highest possible profile within Studioworks. The committee is comprised of Branch Level union representatives, Operational Managers and key staff from across Studioworks and representatives from Studioworks Staff Agency Suppliers. The committee is chaired by the Director of Operations or Estates Manager as vice-chair.

The JSC has the responsibility to ensure the work it controls is safe and will discuss health and safety as part of their regular meetings to:

- decide Company arrangements with respect to health, safety, security and welfare of staff at work.
- agree Company health, safety, security and welfare priorities and action plans.
- provide Studioworks Executive Committee (SWEC) with the information needed to determine policy, develop and align to BBC Group annual safety objectives and action plan.
- set departmental and management objectives aligned to the Company's action plan. These objectives will be cascaded through the management line, periodically reviewed and considered during staff Personal Development Reviews (PDR's) where appropriate.
- allocate resources necessary for the Company to comply with its obligations and to achieve the action plan.
- establish arrangements to ensure that risk is considered at the planning stage for all work activities. This would include for example, changes to the organisational Studioworks Safety Policy structure, allocation of responsibilities, organisational procedures, equipment, and introduction of new technologies and working procedures. The manager authorising such change is responsible for ensuring that the safety implications have been properly addressed.
- appointing working groups with terms of reference for specific health and safety topics.
- ensuring consultation on a representative basis.
- consider advice and recommendations from BBC Safety and the appropriate relevant professional support groups.

The JSC monitors all accidents, incidents and dangerous occurrences, and will, if necessary, instigate investigations of accidents. Minutes are produced and circulated to operational managers in Studioworks with specific health and safety responsibilities, Branch Level union safety representatives and staff. A central record of agendas, minutes and matters arising is held by the Estates Manager for inspection by interested parties.



8. Training

All staff will be given adequate instruction, information, training and supervision to enable them to fulfil their role safely.

Where necessary staff will be provided with any refresher training they may need to perform their job safely.

Upon recruitment, all staff will be provided with appropriate safety induction and training which is updated as required.

A record of staff training will be kept.