

Fire Safety Guidance for

Temporary Structures at Elstree Studios

Introduction

This guidance is intended to provide information on what you **must** do and what you **should** do to reduce the risk of fire when using temporary structures whilst working with BBC Studioworks at Elstree Studios. Further guidance can be found in Fire Safety Guidance for Temporary Structures at Elstree Studios Appendices

Scope

Any production working with BBC Studioworks that are using temporary structures at Elstree Studios to include:

- Marquees
- Tents
- Gazebos
- Portable Offices/Cabins
- Shipping Containers
- Portaloos/Toilet Cabins
- Any other portable buildings temporarily brought onto site for a production

See appendix T for further information on types of structures.

Note: this guidance does not include set builds nor general health and safety guidance such as structural integrity of temporary structures unless specific to fire safety. Specific assessments relating to general/set build health and safety should be undertaken separately, i.e. assessed during your general risk assessment.

Responsibilities

BBC Studioworks are responsible for:

- providing a safe space for your production to work in
- carrying out a fire risk assessment for the permanent BBC Studioworks managed buildings on site
- providing relevant fire safety information for the site
- ensuring productions provide risk assessments that are suitable and sufficient, to cover all aspects of fire safety for their activities
- ensuring productions are meeting their fire safety obligations
- effectively communicating with Elstree Studios (the Landlord) to ensure productions work in a safe manner

Responsible person from production/company is responsible for:

As identified within this guidance document.

Elstree Studios are responsible for:

- establishing site emergency procedures (*see Elstree studios emergency procedures* ***within this guidance document***)
- providing perimeter security to assist in an emergency

The fire prevention measures required for each temporary structure will differ based on the risk. The Responsible person must undertake general fire precautions to ensure safety. If you are unsure contact Clare Sillitto at BBC Studioworks.

Responsible Persons in controls of temporary structures, regardless of the duration of use, must:

- Clearly understand the requirements for each of the temporary constructions they intend to install and as specified within this guidance
- Document these requirements so they are available for interested parties
- Understand the duties of other responsible parties

What you must do for all temporary structures regardless of type:

- Every workplace must have a responsible person (RP), which most often is the producer in TV and Film production or the most senior person in the company.
- RP **MUST** ensure that the risk from fire is assessed, and reduced to as low as is reasonably practicable. (As a minimum, a competent person within production must answer the questions in Fire Safety Questionnaire ***within this guidance document*** and submit to BBC Studioworks).
- BBC Studioworks has undertaken a fire risk assessment for its managed areas, however, this only covers the internal studios, galleries, offices and other ancillary areas as an 'empty box'. A competent person within production must complete the questionnaire for each temporary structure and submit it to BBC Studioworks.
- It is up to the RP to ensure that any additional hazards they introduce into temporary structures are also adequately assessed. This includes any equipment, materials, effects, and people they will be bringing along. This assessment can be part of their general risk assessment, but they need to ensure it is sufficient, and it covers all fire hazards.
- Ideally, especially on larger productions, a separate fire risk assessment should be undertaken, particularly if high risk activities (such as SFX etc.) are being undertaken and/or there are multiple temporary structures being used.

Evacuation procedures

- RP needs to ensure that an Emergency Plan is in place. See the Elstree Studios emergency evacuation plan w*ithin this guidance document*. It should be ensured that anything that the production propose to do in the facility does not affect this plan in any way, including the use of temporary structures.
- The RP should ensure that emergency procedures are effectively communicated to all persons on the production team.
- The Evacuation Procedures must include an emergency evacuation plan for all people likely to be in the premises, including disabled people, and detail how that plan will be implemented.

Further guidance can be found in appendix A .

Fire protection including fire alarm system

- RP must ensure there is a suitable means of raising the alarm in the event of a fire.
- This needs to take into account the size, layout, number of people likely to be present and the nature of the production.

As a result of the recent BBC Studioworks Fire Risk assessment and a routine visit from Hertsmere Fire and Rescue Service, it has become a requirement that, where certain criteria is met, temporary structures managed by BBC Studioworks at Elstree Studios are fitted with an automatic fire detection system (AFD).

Further guidance can be found in appendix B.

Emergency Exits

- RP must ensure that there is an adequate means of escape in the event of an emergency.
- Once a fire has started, been detected and a warning given, everyone at your production or venue should be able to escape to a place of total safety unaided and without the help of the fire and rescue service.
- Exception to this rule will be person with a disability or other with special needs (such as elderly persons) who may need assistance from other people.
- If persons are identified who need assistance this should be included in your emergency procedures and clearly communicated to all interested parties.

When determining whether your production or venue has adequate escape routes, you need to consider a number of factors, including;

- The type and number of people present at the production or venue and their distribution around the site
- the number and size of exits from marquees and other enclosures and from outdoor areas, e.g. in any fences, hedges or other barriers around the site.
- exits and gateways are unlocked and staffed by stewards throughout the production;
- all exits and gateways are clearly indicated by suitable signs which are illuminated if necessary;
- the occupants are directed to all available exits so that their evacuation is without delay;
- identify an area as a designated place of total safety, which may be within the site boundaries, to which people are evacuated;
- the designated place of safety does not place people at undue risk from other sources, e.g. vehicles on a busy road.

Further guidance can be found in appendix C

Fire extinguishers

- RP must ensure a suitable number of appropriate portable fire extinguishers should be available and immediately accessible in the case of a fire.

Further guidance can be found in appendix D

Combustible materials

Temporary structures will invariably contain a lot of combustible items. All materials used in finishing and furnishing the temporary structures should be difficult to ignite and provide a low fire risk. These are likely to include:

- costumes, scenery and props used for productions
- furnishings, upholstered seating, furniture and cushions
- curtains, drapes and other textile hangings
- artificial and dried foliage
- decorative textile fabrics
- items containing cellular foam, e.g. props

Further guidance can be found in appendix E

Fire resistance of temporary structures

- Temporary structures must be constructed of fire resistant materials.
- RP to check with the manufacturer/supplier of each temporary structure to ensure it provide adequate fire protection.

Further guidance can be found in appendix F & H.

Site layout

- Siting of your temporary structures must be done safely and in agreement with BBC Studioworks.
- RP should consider proximity to other structures, access for the emergency services, if the temporary structures is to be linked to another structure, escape routes, height of the temporary structures both at its apex/roof level and if it has been placed above ground level, activities being undertaken within the structure.

Further guidance can be found in appendix G.

Use and storage of hazardous materials

RP must ensure:

- hazardous substances are left in a safe condition when evacuating the studio.
- Safe storage of hazardous substances at all times and in line with their COSHH risk assessment.
- Control of Substances Hazardous to Health (COSHH) risk assessment is undertaken for each hazardous substance in use.
- Where relevant, Dangerous Substances and Explosive Atmospheres Regulations risk assessment (DSEAR) is undertaken by a competent person for any hazardous substances that fall under the DSEAR Regulations.

Further guidance can be found in Appendices I, J K, L, & M.

Equipment and machinery

- All machinery, equipment and plant should be properly maintained by a competent person.
- Appropriate signage and instructions on safe use may be necessary.
- Positioning of equipment particularly in relation to combustible/hazardous materials.

Further guidance can be found in Appendix O

Electrical Safety

- All electrical equipment should be installed and maintained in a safe manner by a competent person.
- If portable electrical equipment is used, then you should ensure that it is visually inspected and undergoes portable appliance testing ('PAT') at suitable intervals (refer to HSE guidance HSG 10716).
- Cabling across access ways should be avoided, if at all possible. Where this is not possible cables should be 'flown' or matted.
- All electrical equipment must be suitable for its environment, e.g. wet or dusty.

Further guidance can be found in Appendix O.

Emergency escape lighting

- RP must ensure people at the production or venue must be able to find their way to a place of total safety if there is a fire by ensuring escape routes that have enough lighting.
- If some of your escape routes are internal and without windows, or your venue is used during periods of darkness (such as night-time) then some form of back-up to the normal escape route lighting (emergency escape lighting) should be provided.

Further guidance can be found in Appendix P.

Signs and notices

- RP must ensure adequate provision of fire safety signs such a directional escape signs and fire action notices.
- Consideration needs to be given to positioning of signs and notices to ensure they are not obscured and easy to see in all lighting levels, where lighting is insufficient, additional lighting may be required.

Further guidance can be found in Appendix Q

Workshops – Carpentry/hot works (welding etc.)

- RP must ensure that where work that can generate heat, suitable fire safety control measures are in place.
- A separate risk assessment needs to be undertaken for workshop activities by a competent person.
- Where work that generate heat (hot works) are being undertaken you must **contact** Clare Sillitto **at BBC Studioworks** as this must be managed under the Elstree Studios Permit to Work system.
- Suitable firefighting equipment as specified in *appendix D* must be installed in close proximity, unobstructed and maintained where any work is being undertaken that can generate heat, this includes but is not limited to sawing, drilling, welding etc.

- Where, through workshop activities, significant amounts of dust is created, an extraction system should be installed. Where this isn't possible, regular cleaning should be undertaken.
- Ensure adequate ventilation.
- Automated fire detection system should be installed such as a heat/smoke detection system.

Housekeeping

- Good housekeeping will lower the chance of a fire starting and reduce the fuel for a fire, so the accumulation of combustible materials should be monitored carefully.
- Ensure you have sufficient suitable storage areas for your needs;
- ensure storage areas are adequately controlled and monitored;
- use fire-resisting display materials wherever possible (suppliers should be able to provide
- evidence of this); and
- ensure electrical lighting used as part of the display does not become a potential source
- of ignition.
- goods, materials, pallets and vehicles are sited in designated storage areas away from a temporary building, stage area or arena fire exits, boundary fences; and
- outdoor areas are kept tidy, by clearing waste and vegetation.
- Waste to be kept in suitable containers.
- Skips should be placed no closer than 6m to any structure.
- Ensuring waste does not compromise emergency evacuation routes.
- Site inspected before, during and after any production

Weather

- Particular attention should be given to the daily weather report and risk of thunderstorm in relation to potential lighting strikes.
- Temporary structures should not be used in adverse weather conditions that may affect its structural integrity e.g. high winds or snow and will require a visual inspection after any such weather event.

Further guidance can be found in appendix R

Arson

- Elstree is essentially a secure compound, however the risk from arson still need to be minimised for each of the temporary structures under the control of the RP.

Further guidance can be found in appendix S.

Vehicles

RP must give consideration for the safe use of vehicles.

- Whenever possible vehicle parking should be separate from the temporary structures.
- Vehicle movements must be controlled before, during and after the production.
- Catering operations located within vehicles and trailers present additional risks and should be assessed in detail.

Training

A key role is played by those responsible for keeping people safe at your site, production or venue. Your safety may include actions and responsibilities by people who are not members of your staff (e.g. members of the public). You must therefore provide adequate fire safety training for staff and other people with responsibilities at your production or venue. In particular train fire wardens where required.

Smoking

Smoking is only permitted at Elstree Studios at designated smoking areas. It is the responsibility of the RP to ensure persons under their control adhere to this requirement including those who vape/use e-cigarettes.

The designated smoking areas are identified on the map within this guidance document .

Fire Safety Questionnaire

You must undertake this fire safety questionnaire for each structure, which must be suitable for the circumstances.

EVENT/PRODUCTION:					
STRUCTURE NAME					
STRUCTURE LOCATION					
DATE/TIME	**START**		**FINISH**		
DURATION TEMP STRUCTURE INSTALLED FOR					
VENUE DETAILS	**PERSON IN CHARGE**				
	TYPE AND USE OF STRUCTURE				
	MATERIALS STRUCTURE MADE FROM				
	NO. OF STOREYS				
	SIZE (m2)				
	MAXIMUM OCCUPANCY	**PRODUCTION**			
		PUBLIC		**TOTAL**	

QUESTIONS	YES/NO	ACTION/COMMENT
1. Is there an effective emergency plan for the site?	YES/NO	
2. Are there sufficient competent people to manage the production?	YES/NO	
3. Is there means of controlling the occupancy numbers?	YES/NO	
4. Is there adequate provision of warning in case of fire?	YES/NO	
5. Are suitable fire exits available? e.g. Do they open in the direction of escape?	YES/NO	
6. Are there adequate numbers of fire exits for occupancy numbers?	YES/NO	
7. Are the fire exits adequately indicated with correct signage?	YES/NO	
8. Are the internal escape routes clearly indicated/signed?	YES/NO	
9. Are the escape routes clear from obstructions?	YES/NO	
10. Is adequate emergency lighting available?	YES/NO	

11. Have all ignition sources been identified?	YES/NO	
12. Are suitable control measures in place to reduce/control the ignition sources?	YES/NO	
13. Are Liquid Petroleum Gas (LPG) cylinders being used and/or stored at the site? (If NO go to 15)	YES/NO	
14. Are there suitable control measures in place for LPG?	YES/NO	
15. Is a suitable automated fire detection system fitted where applicable?	YES/NO	
16. Is adequate and suitable firefighting equipment provided?	YES/NO	
17. Are production members trained to use firefighting equipment?	YES/NO	
18. Are the structural materials and decorations/hangings fire retardant?	YES/NO	
19. Is there suitable fire appliance access to venue?	YES/NO	
20. Is there a minimum of 10m separation between structures? If NO see further guidance.	YES/NO	
21. Are provisions in place to assist persons especially at risk? e.g. the disabled.	YES/NO	
22. Has the safety of young persons been considered?	YES/NO	
23. Has the possible effects of arson been considered? e.g. secure rubbish compound.	YES/NO	
If answer to any question is "NO", please detail actions taken to remedy the situation.		

This fire risk assessment must be signed off the responsible person.

Responsible person:

.....

Signature Print Name Date

Company: .....

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Person completing this questionnaire

……

Signature Print Name Date

Company: ……

PLEASE NOTE: This document does not preclude you from prosecution or removal from the site should a subsequent inspection reveal unsatisfactory standards.

Elstree Studios Emergency Procedures

ELSTREE STUDIOS

Emergency Procedures

February 2023

FOR TENANTS & EFS STAFF

What People / Staff Should Do If They Discover a Fire

- Raise the alarm by operating the nearest fire alarm call point – or shout fire if outside of a building
- Evacuate the building/area to a safe place following the fire directional signs in the building
- Close any doors on the route without delaying escape
- Do not stop or return to collect personal belongings left in the building
- Call the Studio Security Officers Office:
    - **Landline: 0208 324 2650**

Tenant/Production Fire Wardens and senior staff are responsible for ensuring their staff and visitors leaving the building are directed to the fire assembly point.

- Everyone must remain at the designated fire assembly point
- Return to the building only when authorised to do so by Studio Management or the Fire Officer

What People / Staff Should Do If They Hear the Fire Alarm

- Occupants must leave the building by the nearest exit following the fire directional signs
- Close any doors en-route without delaying your escape
- Do not stop or return to collect personal belongings
- Call the Studio Security Officers Office:
    - **Landline: 0208 324 2650**

- Pass any relevant information to the building Fire Warden at the assembly point.

  e.g. location of the fire, staff on site today, hazards in the building
- Everyone must remain at the designated fire assembly point – this is identified on the fire action notice or fire plan relating to the building

- Return to the building only when authorised to do so Studio Management or the Fire Officer

Contacting the Emergency Services

The Studio Security Team will contact the emergency services if a fire or other serious incident is confirmed on site.

Machines or Power That Must Be Shut Down

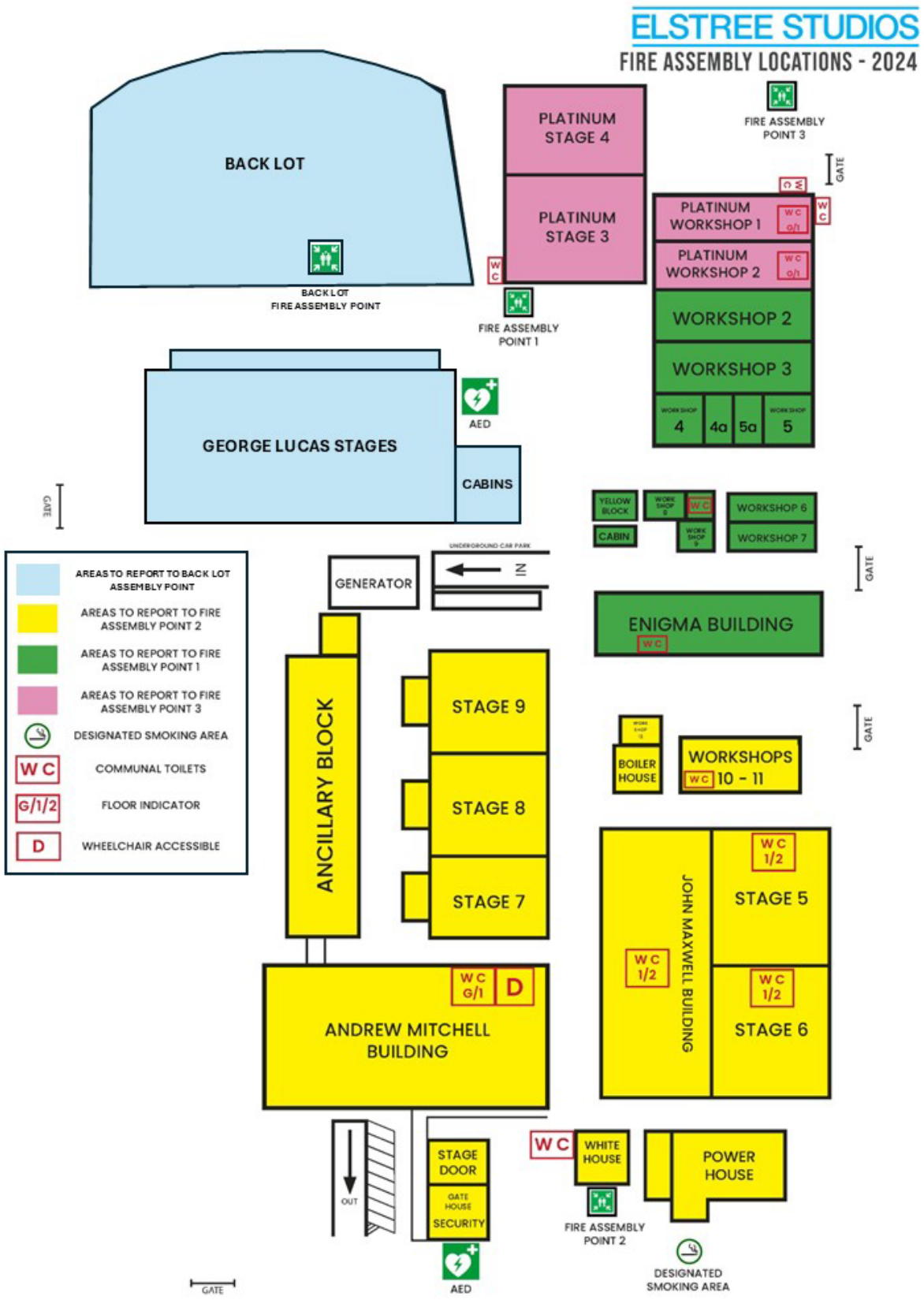
This should include the following where appropriate: -

- Production/Tenant Staff - responsible for ensuring generators and any hot work equipment is turned off
- Kitchens / Catering Wagons are shut down or moved away from buildings at risk if safe to do so.

In working hours – The Facilities department are responsible for isolating all electrical power and mains gas to the stages and workshops.

Out of working hours - to be contacted to request assistance for isolating power supply via the Security staff

- **Landline: 0208 324 2650**
- **Facilities Manager: 07977 460 462**



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