



Elstree Studios George Lucas Stages Site Induction Production and Crew

v1.7
Jun 2026

OPENING HOURS

- ▶ The site is open 24 hours a day, 7 days a week
If you experience any issues, we encourage you to contact your BBC Studioworks Coordinator before contacting security directly

- ▶ **Security :-**
 - 24 hours, Monday to Sunday
 - Email: security@elstreestudios.co.uk
 - Tel: (24 hours) 0208 324 2662

- ▶ **Stage Door :-**
 - Key hours Monday to Friday 0700-1600
 - Email: production.support@bbcstudioworks.com
 - Tel: 0203 327 6830

PRODUCTION SUPPORT TEAM

- ▶ The Production Support Team is based in Stage Door, situated next to Security at main gate.

Their duties include:

- Assisting productions with their requirements throughout their time here
- Managing dressing rooms
- Booking of car parking spaces
- Access requirements
- Liaising with security teams
- IT requirements for productions
- Managing runners
- production.support@bbcstudioworks.com



Suzanne Garton
Production Support
Manager



Scott Reading
Production
Support Coord



Natalie Brown
Production
Support Coord



Orla Hill
Production
Support Coord

CATERING

Soul Deli is in the Williams & Wilcox Bar and serves barista style hot drinks, soft drinks, alcoholic beverages, pastries, sandwiches, snacks and hot lunches. Soul Deli are available for Wrap Parties, After Show drinks and Production Catering.

Opening times:

- ▶ Monday to Friday 0800 to 1600
(subject to change during busy months)
- ▶ <https://soulstudioevents.com/elstree-studios/>



SECURITY

- ▶ We take security very seriously on site. Our security measures include:
 - 24/7 manned guarding and regular patrols around the site
 - CCTV
 - Close liaison with the Elstree Studio Management
 - Additional Event Security for Studio Audiences
- ▶ You must have your BBC Studioworks/Show ID ready to show Security upon entering the site. Though it is not a requirement to wear the ID card whilst on site, you must always carry it and be able to produce it upon request. If anyone is found on site without ID, they will be escorted to Stage Door to verify their identity.
- ▶ From time to time, we may need to increase security measures on site but please remember everything we do is for your own safety.
- ▶ Please help us by reporting any suspicious behaviour or unattended items immediately to Stage Door.

ELSTREE STUDIOS ACCESS

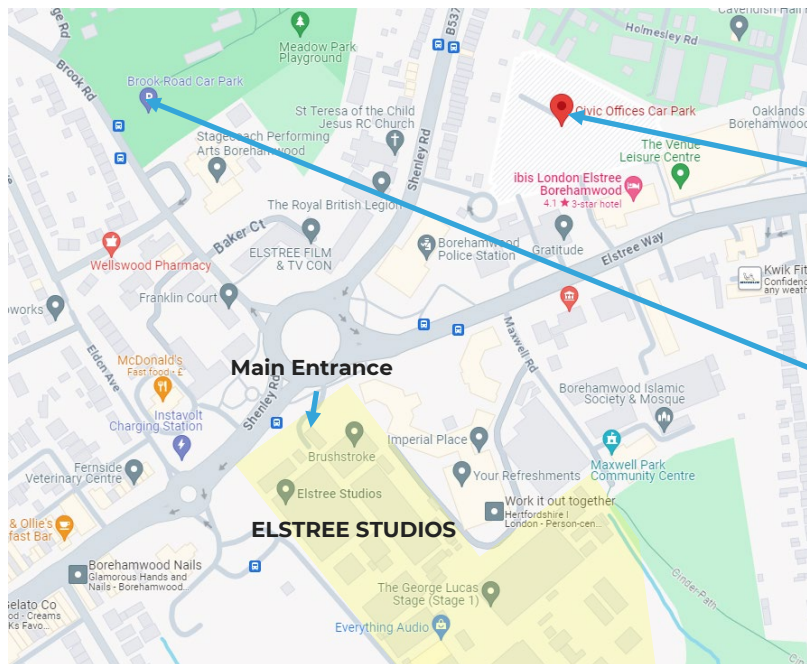


**Elstree Studios
Shenley Road
Borehamwood
WD6 1JG**

- ▶ All pedestrians must enter via the front of site located on Shenley Road. Please have your pass ready for inspection. If you do not have a pass, please use the outdoor phone to call Stage Door.
- ▶ The Platinum Gate entrance by Tesco is currently not in operation so cannot be used for access for either vehicles or pedestrians.

PARKING

- ▶ Parking onsite is very limited and vehicles must be booked in on the ANPR system in advance. For parking arrangements please ask your production contact.



The nearest public car parks are located:

Civic Centre

or

Brook Road

HEALTH AND SAFETY

- ▶ Ensuring the health, safety and welfare of all our staff, production clients, crew and contractors is our biggest priority
- ▶ If you have any queries or concerns regarding health and safety, please contact clare.sillitto@bbcstudioworks.com
- ▶ Duties include:
 - Emergency procedures
 - Fire safety
 - First aid and accident reporting
 - Safe working practices
 - Safeguarding
- ▶ All freelancers contracted under BBC Studioworks must have familiarised themselves with the [Freelancers Safety Handbook](#)
- ▶ For specific details regarding our health and safety policies, arrangements and risk assessments please consult our dedicated health and safety website:
<https://bbcstudioworks.com/health-safety/>



Clare Sillitto
Estate Manager

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.

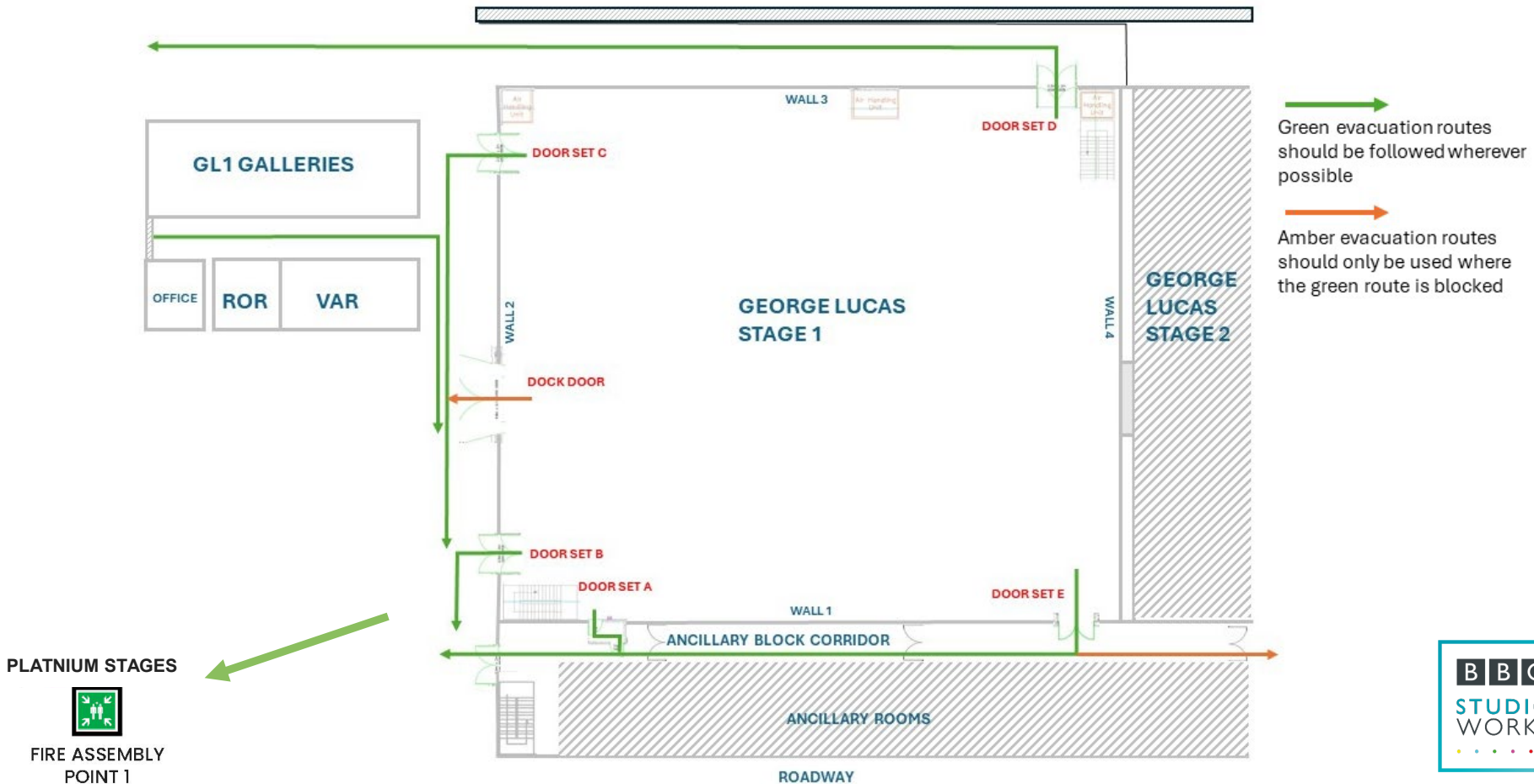
In working hours – The Facilities department are responsible for isolating all electrical power and mains gas to the stages and workshops.

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



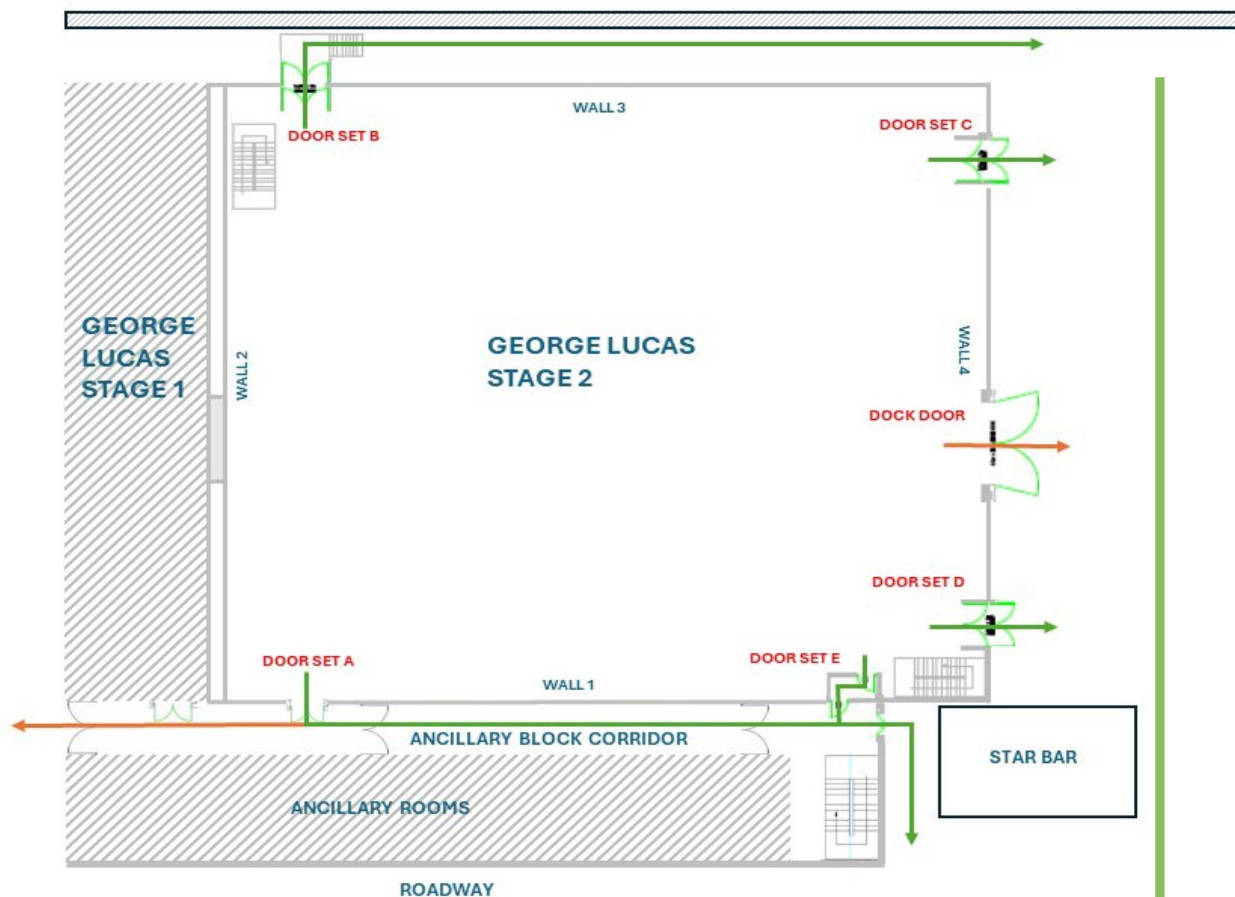
FIRE EVACUATION PLAN – GEORGE LUCAS STAGE 1



FIRE EVACUATION PLAN – GEORGE LUCAS STAGE 2

→
Green evacuation routes
should be followed wherever
possible

→
Amber evacuation routes
should only be used where
the green route is blocked



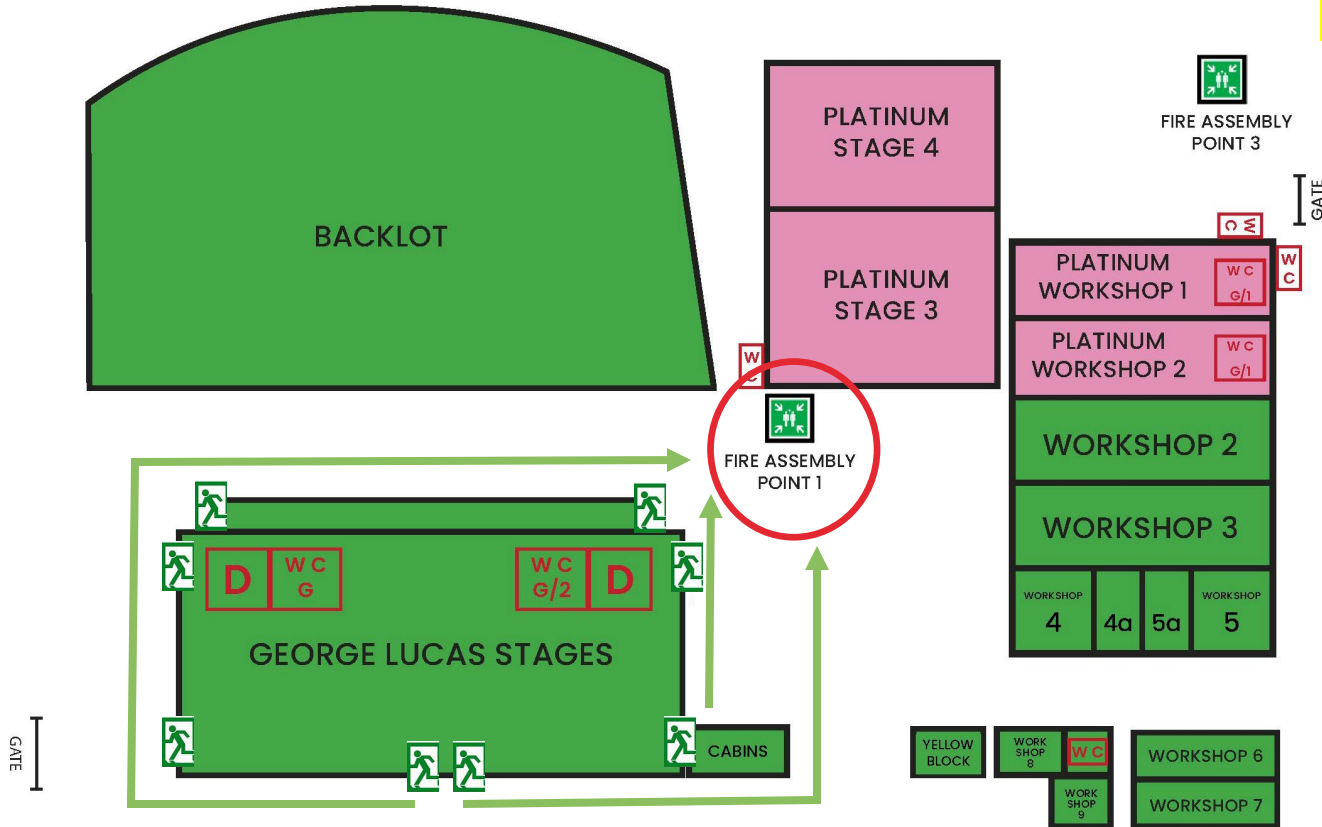
PLATINIUM STAGES



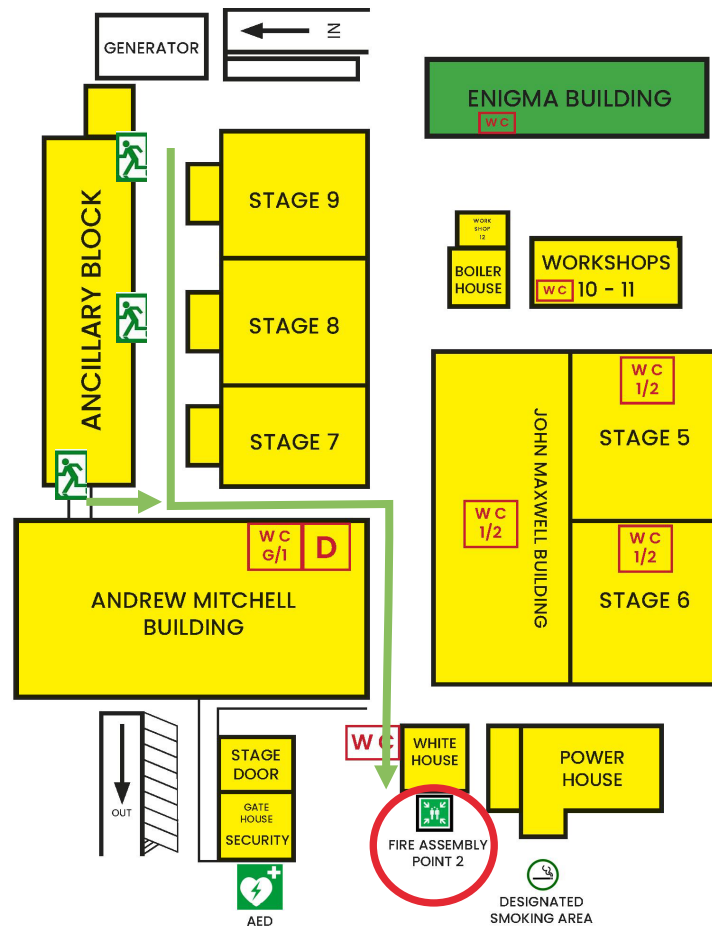
FIRE ASSEMBLY
POINT 1

ASSEMBLY POINT – GEORGE LUCAS STAGES

ASSEMBLY POINT 1 PLATINUM STAGE



ASSEMBLY POINT – STAGE 8 & 9 ANCILLARY BLOCK



ASSEMBLY POINT 2
WHITE HOUSE

PERSONAL EMERGENCY EVACUATION PLAN

- ▶ Where a member of production, crew or a visitor requires assistance to evacuate in an emergency, a personal emergency evacuation plan (PEEP) must be put in place.
- ▶ They should be allocated a 'buddy' to ensure they are suitably attended to in the event of an incident.
- ▶ Details regarding the Studioworks PEEP procedure and form can be downloaded [here](#)
- ▶ Further information about PEEP arrangements as well as general site accessibility and disabled facilities can be obtained from production.support@bbcstudioworks.com

FIRE SAFETY – FIRE DETECTION

Building Fire Alarm System

- ▶ The George Lucas Stages and ancillary areas are fitted with category L1 Automatic Fire Detection (AFD) with grid level beam detection in the stages and smoke or heat heads in the ancillary areas. No fire alarm test or fire drills will be carried out during production hours (unless advised in advance) so on hearing an unexpected alarm, please evacuate the building immediately and proceed to the Platinum Stages assembly point.

Smoke Effects

- ▶ In order to prevent false alarms, when smoke effects are used in the studio it is necessary to isolate the smoke beam detection system within the stages and any nearby smoke heads in ancillary areas. This is a carefully managed process with additional fire safety controls put in place during any period of isolation.
- ▶ Call points are **never** isolated so on discovering a fire please still activate a call point immediately.

Fire Alarm Sounders

- ▶ When an audience is present in a stage it is often necessary to mute the fire alarm sounders. This prevents panic and allows the audience stewards and security team to carry out an evacuation in a calm and efficient manner.
- ▶ Always follow the instructions of the floor manager who will inform you to follow evacuation procedures.
- ▶ If you discover a fire and the sounders are muted, please still activate a call point, evacuate the building and inform the floor manager or your supervisor where possible. Even though there will be no audible alarm, it will immediately inform security of the fire and its location.

FIRE SAFETY – FIRE SUPPRESSION

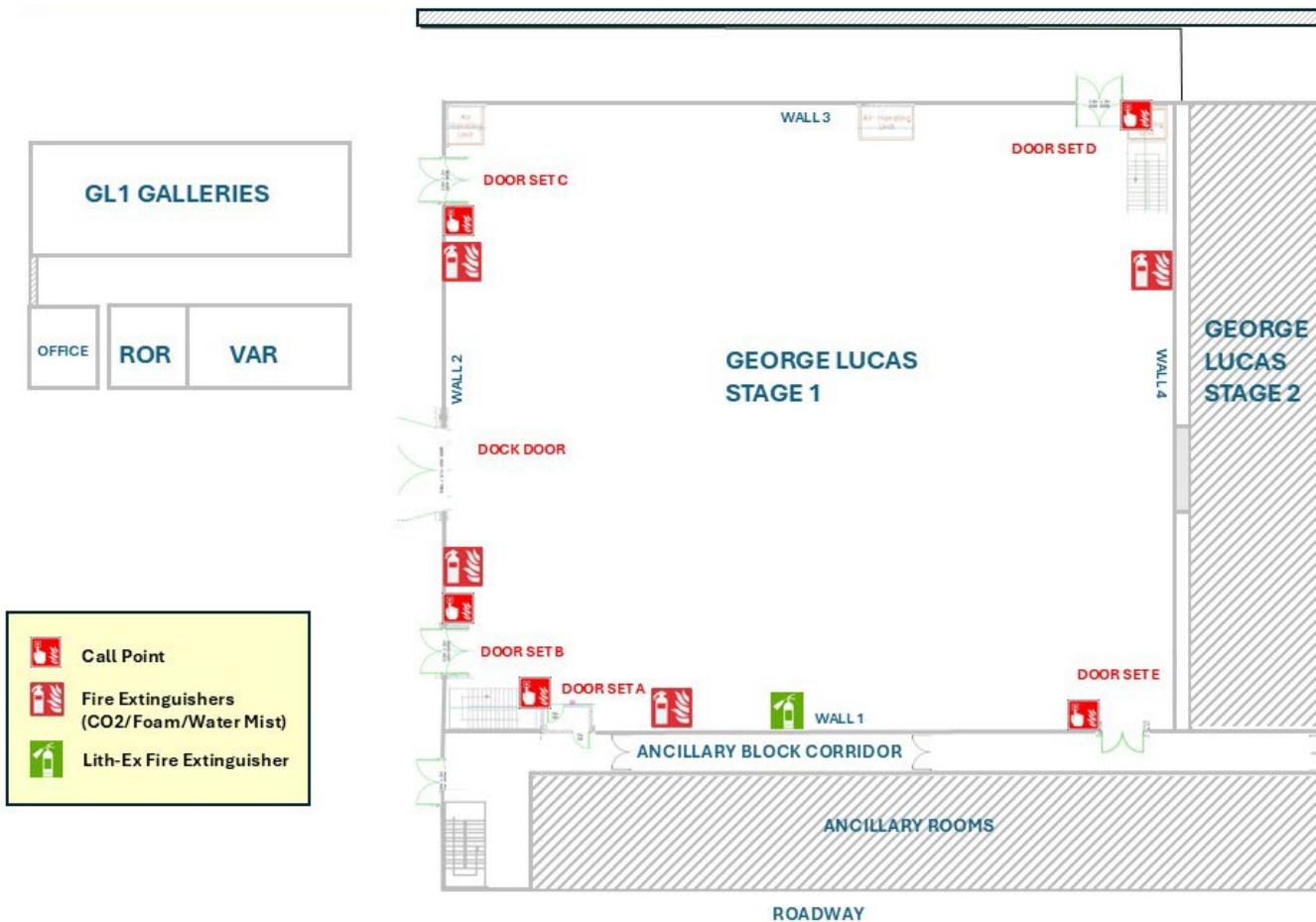
- ▶ All areas on site have dedicated locations for fire extinguishers. Please ensure access to them is not blocked and report any extinguishers that are missing, out of date, have had the pin removed or are damaged to your supervisor.
- ▶ If you discover a fire, please do use the extinguishers but **only** if you are trained to do so, feel confident that you are using the correct type, and the fire is small enough to tackle. **Always** activate a call point first.
- ▶ If a single extinguisher is not enough to extinguish a fire, never seek out a second one and immediately evacuate the building.
- ▶ Please do not use fire extinguishers as door stops. They need to remain in their designated locations in case they are needed in an emergency. They might also accidentally discharge.



Symbols found on fire extinguishers & what they mean

					
	Water	Foam spray	ABC powder	Carbon dioxide	Wet chemical
Wood, paper & textiles 	✓	✓	✓	✗	✓
Flammable liquids 	✗	✓	✓	✓	✗
Flammable gases 	✗	✗	✓	✗	✗
Electrical contact 	✗	✗	✓	✓	✗
Cooking oils & fats 	✗	✗	✗	✗	✓

FIRE EXTINGUISHER & CALL POINT LOCATIONS – GEORGE LUCAS STAGE 1



FIRE EXTINGUISHER & CALL POINT LOCATIONS – GEORGE LUCAS STAGE 2



FIRE SAFETY - LITHIUM-ION (LI-ION) BATTERIES

There is an increasing amount of professional equipment used within the studios that is powered by lithium-ion batteries. Although the likelihood of a fire starting from these devices is low, the severity of a lithium-ion fire can be catastrophic, potentially causing injury to people and severe damage to property. Not only is there a risk of explosion, but the release of toxic gasses is hazardous to human health and can quickly incapacitate anyone nearby. Once a lithium-ion fire has started it is very hard to stop as it triggers a phenomenon known as 'thermal runaway'. It produces its own oxygen, sustaining the fire and allowing it to spread further making the fire very difficult to extinguish.



The most likely reason for a lithium fire is due to damage to the battery so please take the time to check equipment each time you use it. Ensure the equipment shows no signs of damage, wear or tear, especially to the contacts and casing. Make sure it is correctly seated when returning it to its charging station (or connector) at the end of use.

Warning signs to look out for include:

- ▶ **Appearance** – does the battery or equipment look damaged? Is the casing cracked? Is there discolouration, bulging or leaking of liquid?
- ▶ **Heat** – is the battery/equipment too hot to touch?
- ▶ **Noise** – is the battery making hissing or cracking sounds?
- ▶ **Smell** – is there a smell coming from the battery?
- ▶ **Performance** – does the battery no longer fully charge or take longer than usual to charge?
- ▶ **Smoke** – if a battery is smoking then a fire has already started, and emergency procedures should be enacted



If you notice any of these warning signs, please immediately switch off the equipment and report it to your supervisor. We know accidents happen so please help us keep everyone safe and report any damage immediately.

We provide Lith-Ex extinguishers, located at the main charging locations. Only attempt to tackle a lithium-ion fire if it is still in its smouldering stage. Once flames are visible do not attempt to extinguish it and evacuate the area immediately.



SAFE WORKING PRACTICES

Risk Assessments

- ▶ All production and supplier risk assessments must be issued to the Resource Manager
For more information regarding rules for visiting productions, click [here](#)
- ▶ All production staff, crew and contractors must ensure they have read and understood all risk assessments issued to them
- ▶ Only carry out work if you are competent to do so; are suitably qualified, have the requisite knowledge and experience and have received adequate training, instruction and supervision

High Level Gantries and Walkways

- ▶ Working in the high-level ceiling gantry walkways is covered by a specific Safe System of Work. For more information, please click [here](#)
- ▶ Access is strictly limited to authorised persons only who have completed a grid/gantry induction
- ▶ Please ask your production contact or the Resource Manager for further information

Permit to Work

- ▶ Certain types of activities are managed under a permit-to-work system, the most common of which is a 'hot-works' permit for special effects such as pyro-technics. Further details can be obtained by contacting the Resource Manager.
- ▶ To apply for a permit, a risk assessment and method statement must be sent to the Elstree Studios Facilities Manager at least 48 hours in advance. Please do this via the Resource Manager.

Safe Working

- ▶ If you witness any unsafe working practices or have any concerns or queries, please contact your supervisor, production contact or Resource Manager immediately





REPORT ALL ACCIDENTS

Involved in an accident or near miss?
Report it to your supervisor, no matter how minor
or email

accidents@bbbstudioworks.com

THAT INCLUDES FREELANCERS!

The logo features the BBC logo at the top, followed by the words 'CALL IT OUT' in large, bold, teal letters. The letter 'O' in 'OUT' is replaced by a white speech bubble icon. The background is dark teal with purple curved shapes on the sides.

BBC CALL IT OUT

If you experience or witness inappropriate behaviour, bullying, harassment, discrimination, misconduct, or have other workplace concerns, please inform your line manager, senior management or use the following direct contacts:

Staff – please use the [Raising Concerns Hub](#) on BBC Gateway

Freelancers - please contact us at callitout@bbcstudioworks.com

All information will be treated confidentially

FIRST AID

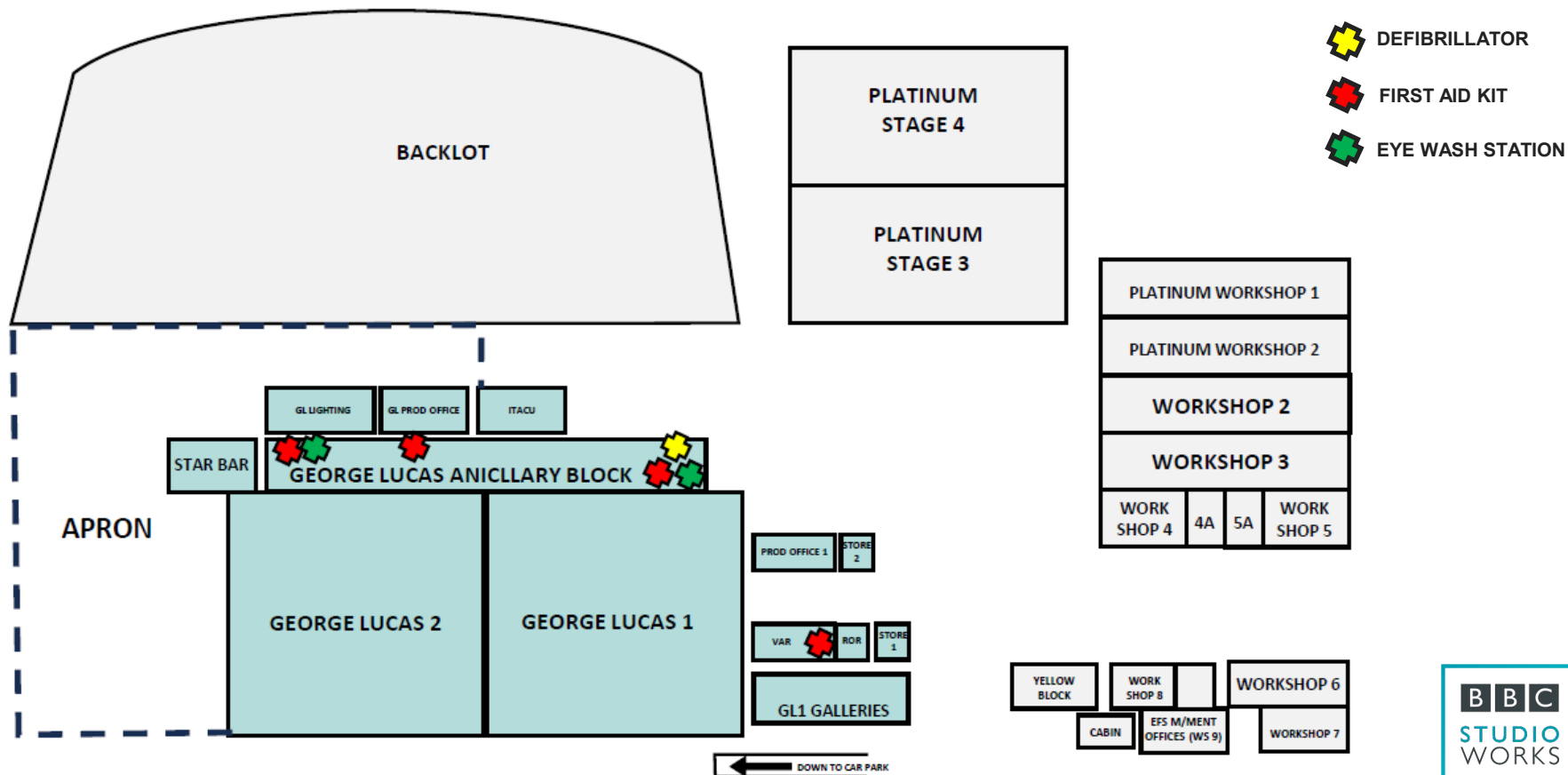
- ▶ All accidents and near-miss incidents, regardless of severity, must be reported immediately to your supervisor and a senior member of production must promptly inform BBC Studioworks.
- ▶ Security **MUST** be informed if any emergency services are called. You can contact your BBC Studioworks Production Coordinator to do so.
- ▶ BBC Studioworks have a number of first-aiders working on site. In the event a first-aider is required please call your BBC Studioworks Production Coordinator.
- ▶ First aid and eye wash kits are located throughout the site, and a defibrillator is held at Security, George Lucas Stage and in Stage Door.
- ▶ Nearest A&E department :

High Barnet Hospital

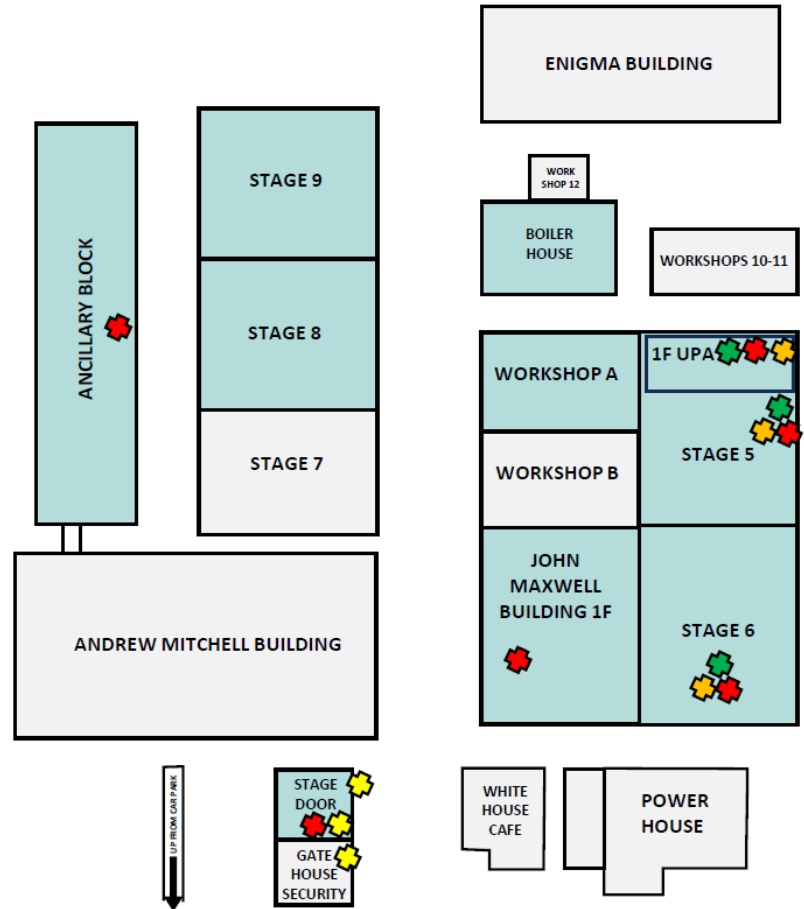
Wellhouse Lane, Barnet, EN5 3DJ



FIRST AID EQUIPMENT LOCATIONS - TOP OF SITE



FIRST AID EQUIPMENT LOCATIONS – BOTTOM OF SITE



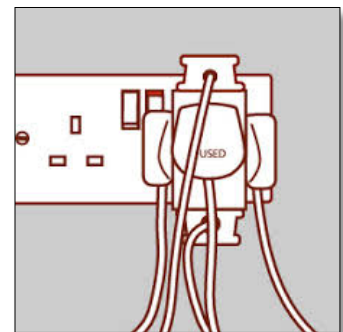
-  DEFIBRILLATOR
-  FIRST AID KIT
-  EYE WASH STATION
-  BIOHAZARD/ BURNS KIT

GENERAL BUILDING POLICIES

Good Housekeeping & Safety

Please help to keep work areas and circulation spaces clear of obstructions at all times and maintain a good standard of housekeeping:

- Do not place waste/items in corridors and block fire routes, exits or extinguishers
- Do not store combustible items under desks
- Do not overload plug sockets or extension leads
- Do not use electrical items that are not PAT tested
Please find further information about using personal electrical equipment on site [here](#)
- Do not prop doors open with fire extinguishers, stage weights or wedges
- Please report any obstructions/unsafe practices or installations to your supervisor, production contact or Resource Manager immediately.

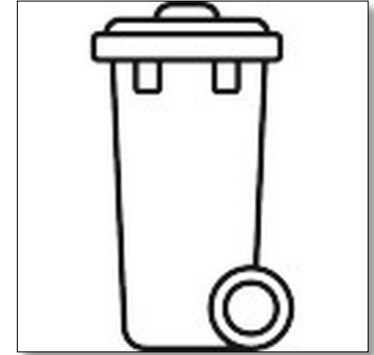


GENERAL BUILDING POLICIES

Waste and Recycling

We provide regular services to recycle/collect the following waste:

- Confidential waste
- Food Waste
- Paper, plastic, cans, cardboard, glass
- Batteries
- General Waste
- Please make sure you use the relevant bin and don't contaminate other recycling
- If you have other specific waste removal requirements such as WEEE or hazardous materials, please contact Stage Door



GENERAL BUILDING POLICIES

No Smoking

Smoking or vaping is not allowed anywhere inside any of our BBC Studioworks Stages or ancillary spaces but is permitted on site in designated areas that will be signed with ash tray stands provided.

Please contact your BBC Studioworks Coordinator for further information regarding the designated areas.

A fine of £100 may be enforced for anyone found to be in contravention of this policy.



GENERAL BUILDING POLICIES

Confidentiality of Studio Shows

- Please respect the privacy of on-screen talent working in any of the stages on site
- Do not approach them uninvited and ask for selfies and/or autographs
- It is not permitted to take photographs or record any on-site activities in the studios or other part of site

GENERAL BUILDING POLICIES

Social Media

Given the confidential nature of the recording activity which takes place at Elstree Studios users must not:

- Share images or information regarding the activities occurring on-site on social media
- Engage in activities on the Internet which might bring the organisations located on-site into disrepute
- Post derogatory or offensive comments on the Internet

If you are unsure about any of your online activity, then please contact your line manager or the BBC Studioworks team

ANY QUESTIONS?

If you have any questions, now or at any point during the time you are working on site, please do not hesitate to use the contacts in this document.

Please now use the below link to confirm you have read and understood the contents of this induction document.

[Accept Induction](#)

You will not be issued with an ID pass or have access rights renewed until you have accepted these terms and conditions.

