

Elstree Studios George Lucas Stages 1 & 2 Induction

Ceiling Gantry Walkways

(read carefully and complete the sign-off)



1.	Fire Exit Routes must be maintained. Keep Fire Points, Fire Exits and stage Fire Lanes clear at all times.		
2.	Identify all emergency escape routes from work areas, and all site assembly points.		
3.	Welfare Facilities are detailed in the Contractor Site Induction.		
4.	Smoking (inc vapes) is only permitted at the designated smoking areas and prohibited inside all buildings.		
5.	Staff and contractors are forbidden to enter the gantry walkways unless authorised to do so by an Authorised Person. Once authorised, all loose items must be left at ground level before entering the gantry area. Hand tools should only be used if required for the task and must be tethered.		
6.	Authorised Person – Grid Authoriser		
	1. Construction Manager	4. Operations Manager	
	2. Electrical Gaffer (incl. Workshop Supervisor)	5. Technical Services Manager	
	3. Resource Manager	6. Operations Team Manager	
7.	Floor beacons must be activated and checked to be in working order before entering the gantry walkways.		
8.	The floor space directly beneath the gantry-working area must be marshalled by designated staff/contractors. All other operatives at ground level must be advised of the grid activities, including sight of the floor beacons.		
9.	If any person is observed entering the workspace directly below the gantry working area, the operative (or ground level marshal) must audibly alert the individual that they've entered a restricted area. Gantry work must stop immediately until the space below has been cleared.		
10.	It is prohibited to leave any equipment or materials unattended on the gantry walkways. All items must be securely rigged to the correct loading/hanging points to eliminate any risk of items falling from the gantry.		
11.	A detailed handover must be given to the Authorised Person if works in the gantry are incomplete at the end of a shift.		
12.	Ensure familiarity with the contents of generic and production-specific Risk Assessments and Method Statements (RAMS) in advance of commencing gantry work. This induction sheet must be understood, and signed and dated, before commencing ceiling gantry activity.		
13.	Copies of relevant competency certification should be provided to the Authorised Person together with a signed copy of the Risk Assessment and Method Statements (RAMS) on request.		
14.	A Hot Works Permit is required from the Elstree Studios Facilities Manager for any welding, powered cutting, burning, grinding or soldering activities. This should be organised through the Resource Manager in advance.		
15.	All accidents or near miss incidents should be reported to the Authorised Person or documented on the relevant Studioworks Incident Report (this applies to staff and contractors).		
16.	All scaffolding rigging/derigging activities must be completed to NASC safety guidance standards.		
17.	All rigger work must be completed to NRC standards, and tasks undertaken by qualified and competent operatives only.		
18.	Only licensed/trained operators are permitted to use motorised plant or vehicles. Visual inspections of all powered access plant should be carried out before use. In the event of a fuel or oil spill, the area must be cordoned immediately and made safe.		
19.	Hand-power tools must be safe and suitable, and inspected before use (110v only).		
20.	Scaffolds/mobile towers to be erected to SG4:10 Guidance - Preventing Falls from Scaffolding.		
21.	Gantry walkways must be kept clean and tidy, and all waste disposed when works are complete.		
22.	Emergency Equipment: First aid kit, defibrillator and eye wash are available as detailed in the Contractor Site Induction briefing.		

I have read and understood the above instructions:

Signature:		Print Name:		Date:	
Inducted by:		INDUCTIONS ARE VALID FOR 2 YEARS			