

BBC Studioworks Risk Assessment – Machine Floor-washing of Studio Floors

The people that might be harmed: BBC Studioworks employees, contractors, clients, members of the public

Hazard – Slips, Trips and Falls	Control
Slips on floor due to cleaning solution chemical reaction with floor paint.	 Restrict access to studio to cleaning operatives only. Ensure signage is placed on all access doors to advise of the floor wash activity. Use cones and WIP a-frame signage around the floor-wash area as required. Ensure careful application of minimum amount of floor cleaning solution to maintain containment of fluid within working area of floor. Any excess to be removed with floor-washer immediately to avoid seepage into outer/unsuitable areas. Operative to drive floor-washer to edge of wet working area before dismounting vehicle wherever possible. Operative to wear PPE boots with high-traction tread pattern on soles.
Cables / Equipment	 Ensure that studio floor (including fire lane) is clear of equipment and cables before commencing floor-wash activity and maintain clearance until floor is completely dry. If studio drapes cannot be derigged, these must be suspended above the work area at a safe height using hoist and bonds Keep all walkways/fire-lanes clear during activity.
PPE	 Overalls/boots/rubber gloves to be worn during all floor-wash activity. Face masks and eye protection to be worn as appropriate during prep, clear up and remedial activity. Solutions and contaminated water will contain substances likely to cause skin irritation. Protective equipment available from Elstree Stores / TVC Logistics. Studio to be well ventilated by means of extractor fans and/or dock doors remaining open.

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Hazard – Machinery/Moving Parts	Control
Mechanical hazards including entanglement, friction and abrasion, cutting, shearing, stabbing and puncture, impact, crushing, drawing-in, ejection of compressed air/high-pressure fluid. Non-mechanical hazards including electricity, fire, noise and vibration, high/low temperatures and manual handling	 All equipment to undergo regular maintenance and inspection carried out in line with legislation and guidance. Equipment is selected specifically for its intended purpose, and an adequate maintenance schedule put in place No machinery to be used without adequate protection methods e.g. safety guards, hold to run devices Carrying out a manual handling assessment for the lifting/transportation of any heavy equipment Suitable firefighting equipment available where appropriate A visual inspection is undertaken before all equipment is used. Any equipment that does not pass this test is immediately removed from service. All operatives must be trained, competent and hold the relevant qualifications for the activity Appropriate PPE to be used including suitable eye protection, ear defenders and gloves. Suitable clothing to be worn i.e. not loose fitting and appropriate to the weather/ environment. Job rotation (where necessary) to limit exposure to noise and vibration

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Hazard – Vehicles/Traffic	Control
Collision with pedestrians or fixed objects when driving machines between studios	 Segregation between pedestrians and vehicles wherever possible Pedestrians to follow site rules and use correct crossing points Visitors to be escorted on site Vehicles to follow site rules e.g. speed limits, one-way systems Use of traffic marshals for the directing and reversing of vehicles

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Hazard – Hazardous Substances	Control
Acute, chronic, local and systemic health effects	 Material Safety Data Sheets (MSDS) retained on site for all COSHH substances Risk assessment carried out for each COSHH substance Regularly review COSHH substances; to see if another less harmful product could be used, out of date substances are removed and disposed of in line with local waste regulations All substances stored safely; in minimal levels, in suitable COSHH rated units, not mixed with other incompatible substances e.g. to cause a fire hazard not accessible to anyone unauthorised suitable firefighting equipment and spill kits available nearby Suitable first aid equipment available Staff trained in first aid and management/assessment of COSHH substances Floor washing area to be kept well-ventilated and doors to internal building areas to be kept closed whilst COSHH substances in use Floor washing period for any individual worker to be kept within the Workplace Exposure Limit (WEL) as per MSDS
Disposal	 Contaminated water must be decanted into paint disposal tanks or bowsers Contaminated water/COSHH materials to be disposed of by licenced hazardous waste contractor and waste consignment notes provided

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