

DIGBETH LOC. STUDIOS

Site Induction Contractors





WELCOME

Digbeth Loc. Studios is operated by BBC Studioworks, a commercial subsidiary of the BBC.

The Stages and Ancillary areas are hired out to our clients for film and tv production.

Before commencing any work on site, all contractors must complete this site induction.

You must have completed the contractors site induction within the last 12 months. If your last induction exceeds this timescale, you are required to redo it.

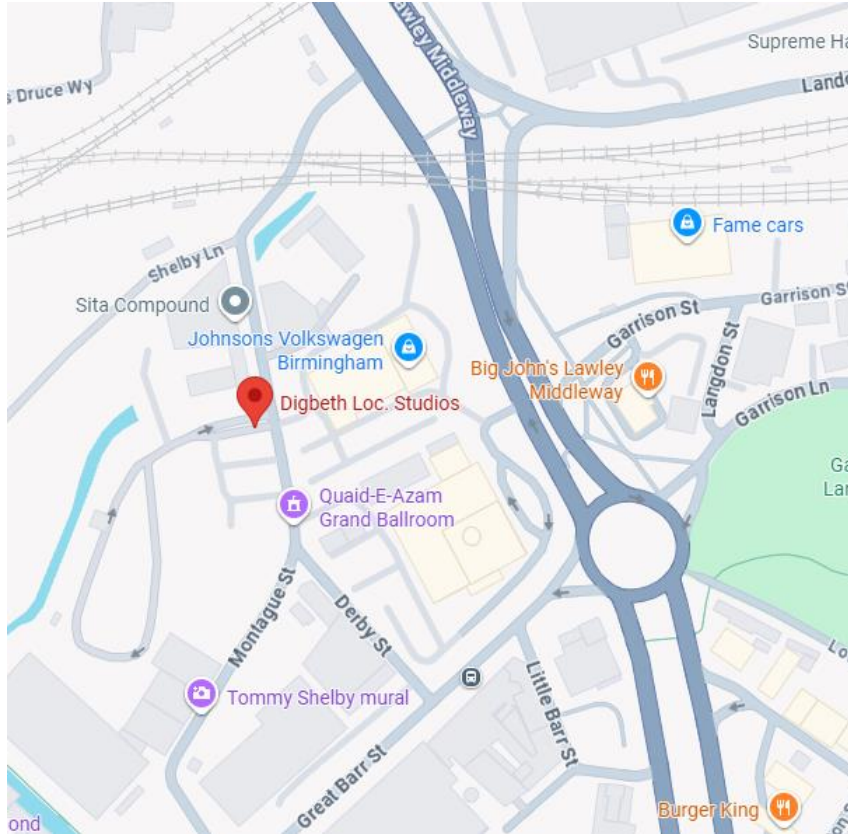




- ▶ The site is open 24 hours a day, 7 days a week

- ▶ **Facilities Team :-**
 - Office Hours, Monday to Friday (additional hours around production schedules)
 - Email: dls.facilities@bbcstudioworks.com
 - Tel: 0121 227 3330

- ▶ **Security :-**
 - 24 hours, Monday to Sunday
 - Email: dls.security@bbcstudioworks.com
 - Tel: (24 hours) 0121 270 5999 / 07513 135 279



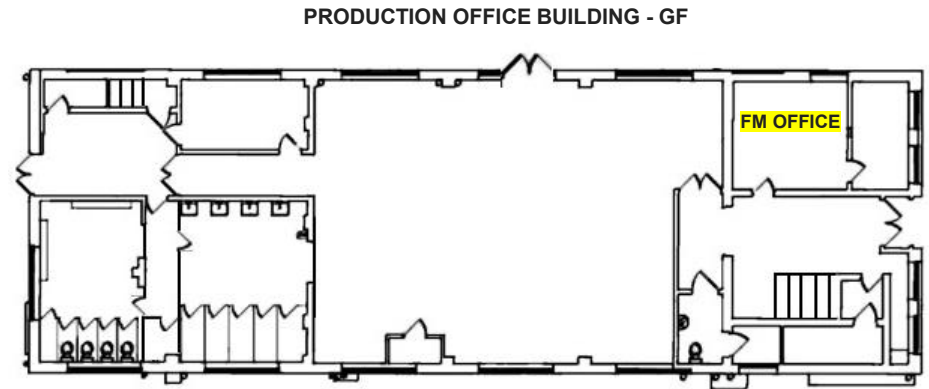
Digbeth Loc. Studios
Montague Street
Birmingham
B9 4BA

- ▶ Parking for work vehicles is available on site but please contact the facilities team in advance



- ▶ The Facilities Team is based in the facilities office. They are located on the ground floor of the Production Office Building and are responsible for the management of all contractor works on site.

- ▶ Responsibilities include:
 - ID/Visitor Passes
 - Site Health and Safety
 - Permit to work management
 - Building services, site faults and issues
 - Cleaning Service
 - Waste Management
 - Site Security
 - Site Logistics
 - IT network
 - General enquiries

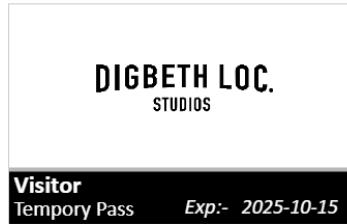
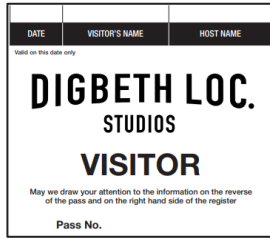




We take security very seriously on site. Our security measures include 24/7 manned guarding, patrols around the site and CCTV

ID CARDS

- ▶ Contractors without a Digbeth Loc. Studios ID card will be required to sign in at the Main Security Office
- ▶ Contractors will be issued either with a daily visitor pass or a temporary pass, valid for longer periods where appropriate



- ▶ 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 may be escorted to Security to verify their identity.
- ▶ Please return all visitor and temporary passes to the Security Office at the end of their use

DELIVERIES

- ▶ Wherever possible, Security and the FM team in advance of deliveries to site, to add to the daily access list
- ▶ Please ensure all deliveries have a named person on the delivery address
If there is no name or the name is not recognised as an authorised site user, the delivery may be turned away





Evidence shows that accidents are most likely to happen during your first two weeks on site

- **1.3** million working people suffer from a work-related illness
- **2,218** mesothelioma deaths due to past asbestos exposures (2023)
- **124** workers killed at work (Apr2024- Mar 2025)
- **604,000** injuries occurred at work according to the Labour Force Survey (2024)
- **61,663** injuries to employees reported under RIDDOR (2023-24)
- **33.7** million working days lost due to work-related illness and workplace injury. 29.6 million days from ill health (Stress, depression, anxiety and musculoskeletal disorders), and 4.1million days from injuries.
- **£21.6** billion estimated cost of injuries and ill health from current working conditions

HSE Health and Safety Statistics for Great Britain: 2023/3024

<https://www.hse.gov.uk/statistics/assets/docs/hssh2324.pdf>

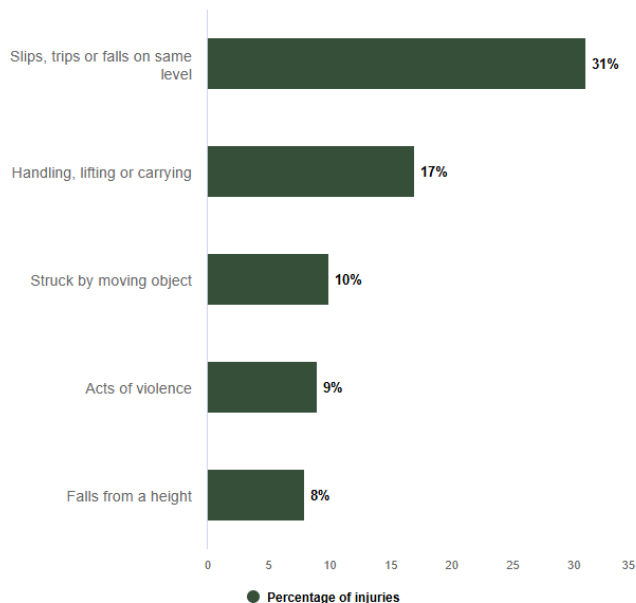




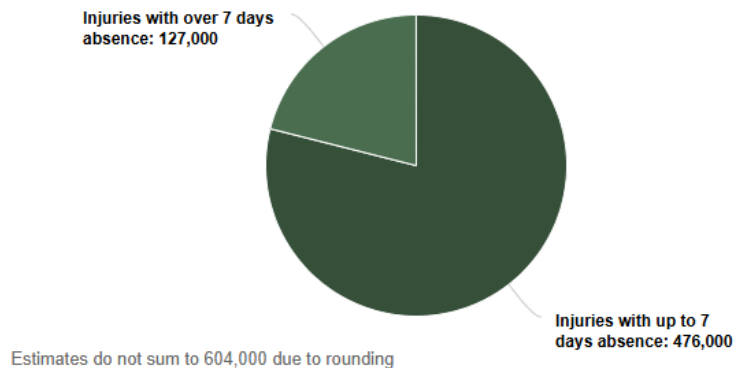
The Labour Force Survey is HSE's preferred source for non-fatal injuries. Data for 2023/2024 shows the most common types of accidents

Non-fatal injuries to employees by most common accident kinds

(Non-fatal injuries reported under RIDDOR in 2023/24. Includes those accident kinds accounting for 5% or more of the total)



Self-reported non-fatal injuries by length of absence from work (LFS estimate, 2023/24)



TRADE SKILLS & QUALIFICATIONS



Prior to starting work on site, we will need to establish that you have the appropriate trade qualifications and competencies to commence work.



Ensure you bring these with you as we may ask to take a copy for our records

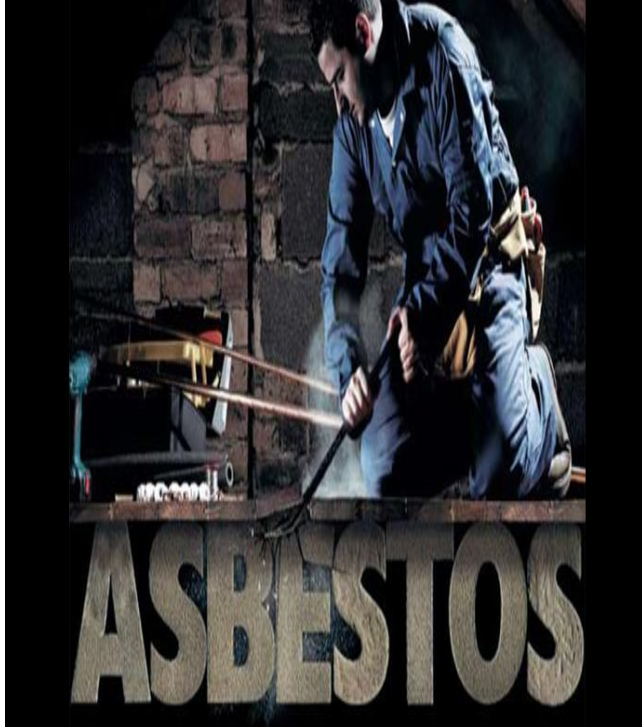




- ▶ We operate a permit to work system at Digbeth Loc. Studios.
No works may commence without a valid permit in place.
- ▶ Permits are issued for specific areas/times. Any extensions to a permit must be approved by the Facilities Team
- ▶ Permits are approved based on RAMS submitted. Operatives must ensure they are familiar with their RAMS and work within their conditions. Any breaches of health and safety will be taken very seriously and may result in the removal of operatives from site.
- ▶ If you see or witness any unsafe practices, please report it immediately to your Supervisor. Supervisors must report any issues to the BBC Studioworks Facilities Team (or Security if out of hours).
- ▶ Digbeth Loc. Studios is a busy and complex site, with Film and TV productions working to demanding deadlines. Even though a permit may have been approved, all access times/location of works, in particular noisy works or works that affect the provision of mechanical or electrical services, must be agreed in advance with the Facilities Team and confirmed on a daily basis.



- ▶ All works on site must be carried out under a General Works Permit (GWP)
- ▶ Separate permits must also be submitted alongside a GWP/RAMS for the following hazardous works:
 - Hot Works
 - Ground Works
 - Asbestos ACM Works
 - Electrical Isolations
- ▶ Please contact the facilities team dls.facilities@bbcstudioworks.com for permit application forms
- ▶ Permits must then be submitted along with RAMS before a permit will be issued



- ▶ Due to the age and nature of the building, there are some areas that contain asbestos containing materials (ACM)
- ▶ The Asbestos Register must be consulted before carrying out any destructive works that alter the building fabric such as drilling. This is available from the Facilities Team.
- ▶ If you are in any doubt, please discuss your works with the Facilities Team
- ▶ In the unlikely event Asbestos is identified during works it must be immediately reported to the supervisor in charge and the Facilities Team.



- ▶ All Plant/equipment/PPE must be provided by the contractor unless agreed in advance in writing by the Facilities Team.
- ▶ All operatives must be suitably trained and qualified to use the plant/equipment
- ▶ All plant/equipment must be fit for purpose, suitably tested, certified (where appropriate) and visually checked by the operator before each use
- ▶ All equipment must be kept safe within your safe working zone and stored safely in an agreed location
- ▶ Trailing leads must be avoided if possible and if essential, covered in high visibility tape

BBC Studioworks assume no responsibility for the storage of materials/tools on site. Tools/materials should be stored in work area compounds. These are to be agreed and assigned (if necessary) in advance.

ANY tools/materials left unattended are done so at the owners' risk



FIRE ALARM SYSTEM

- ▶ The following buildings/areas are fitted with a Category L2 Automatic Fire Detection (AFD) system:
 - Production Office Building
 - Stage 1 (S1)
 - Stage 2 (S2)
- ▶ Stages 3 and 4 do not have smoke detection but are fitted with call points
- ▶ If the **weekly fire alarm test** is due while you are on site, you will be informed in advance. If you hear the alarm at any other time, follow the emergency procedures above.

FIRE ALARM ISOLATION

- ▶ If you are carrying out dusty or hot works that may trigger the fire alarm, the fire alarm system will need to be isolated. Please inform the Facilities Team in advance
- ▶ Call points are **never** isolated so on discovering a fire please still activate a call point immediately



If you discover a fire:



- Operate the nearest call point
- Alert others in the vicinity by shouting 'fire!'



- *If trained, and the fire is small enough, try to extinguish the fire using the nearest suitable extinguisher.*

DO NOT PUT YOURSELF IN DANGER



- Leave the building immediately via the nearest fire exit
- Close any doors behind you



- Proceed to the external assembly point
- Inform Security and/or call the Emergency Services by dialling **999**

On hearing the fire alarm:



- Leave the building immediately via the nearest fire exit
- Encourage others to evacuate as you leave
- Close any doors behind you

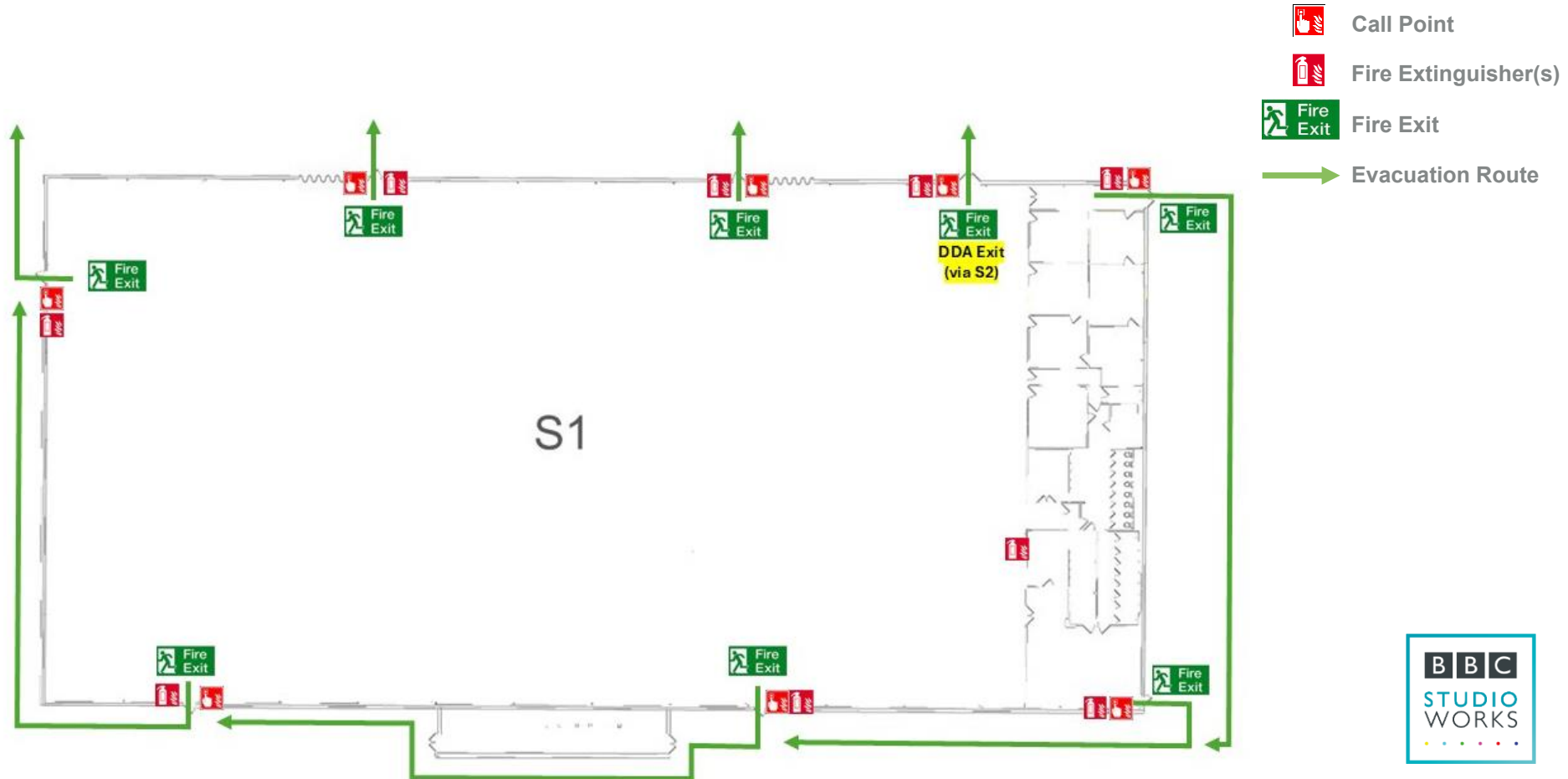


- Proceed to the external assembly point and await further instructions

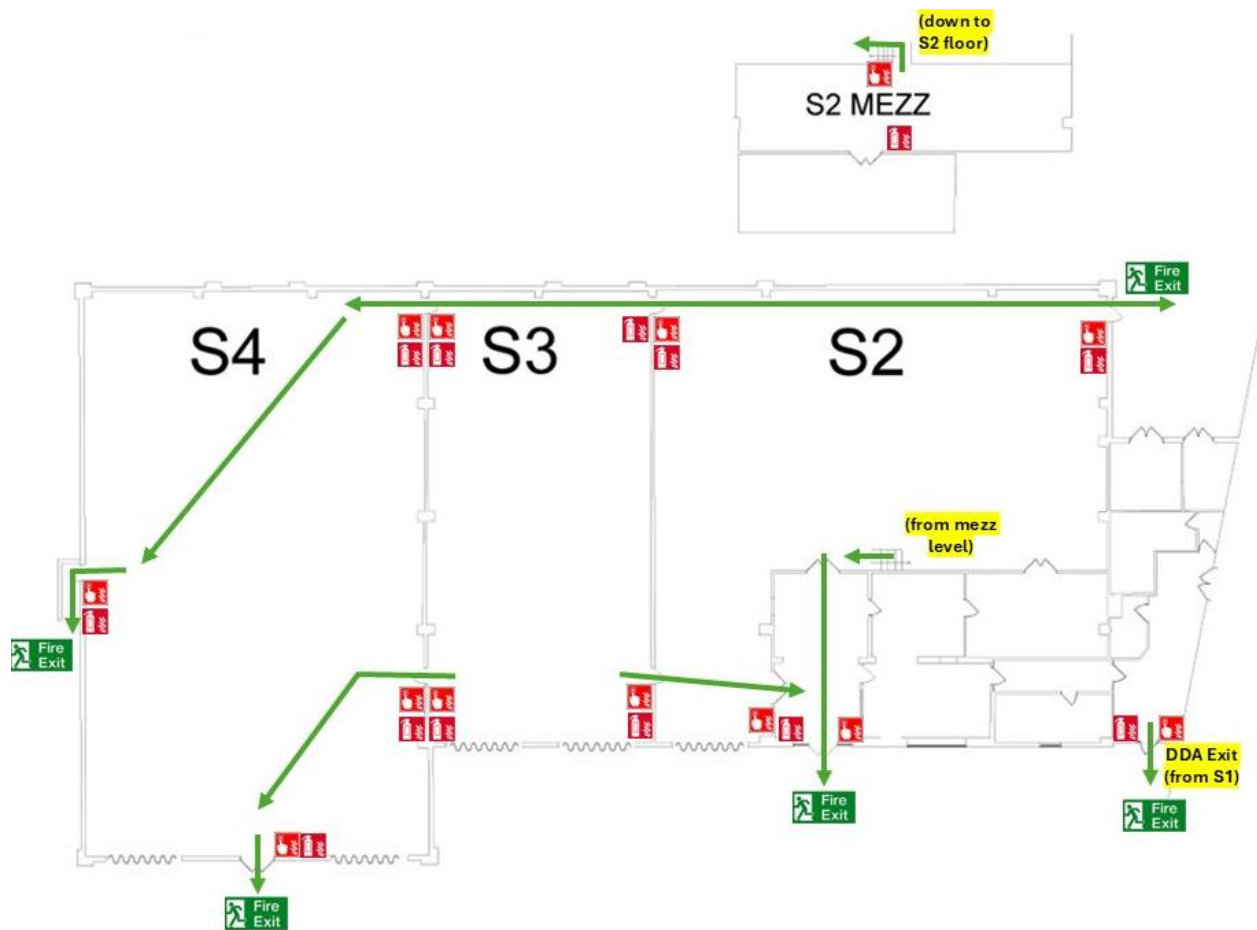
FOLLOW INSTRUCTIONS FROM FIRE WARDENS/ SECURITY

- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- **DO NOT RE-ENTER THE BUILDING UNTIL TOLD SAFE TO DO SO**

FIRE SAFETY/EVACUATION PLAN – S1

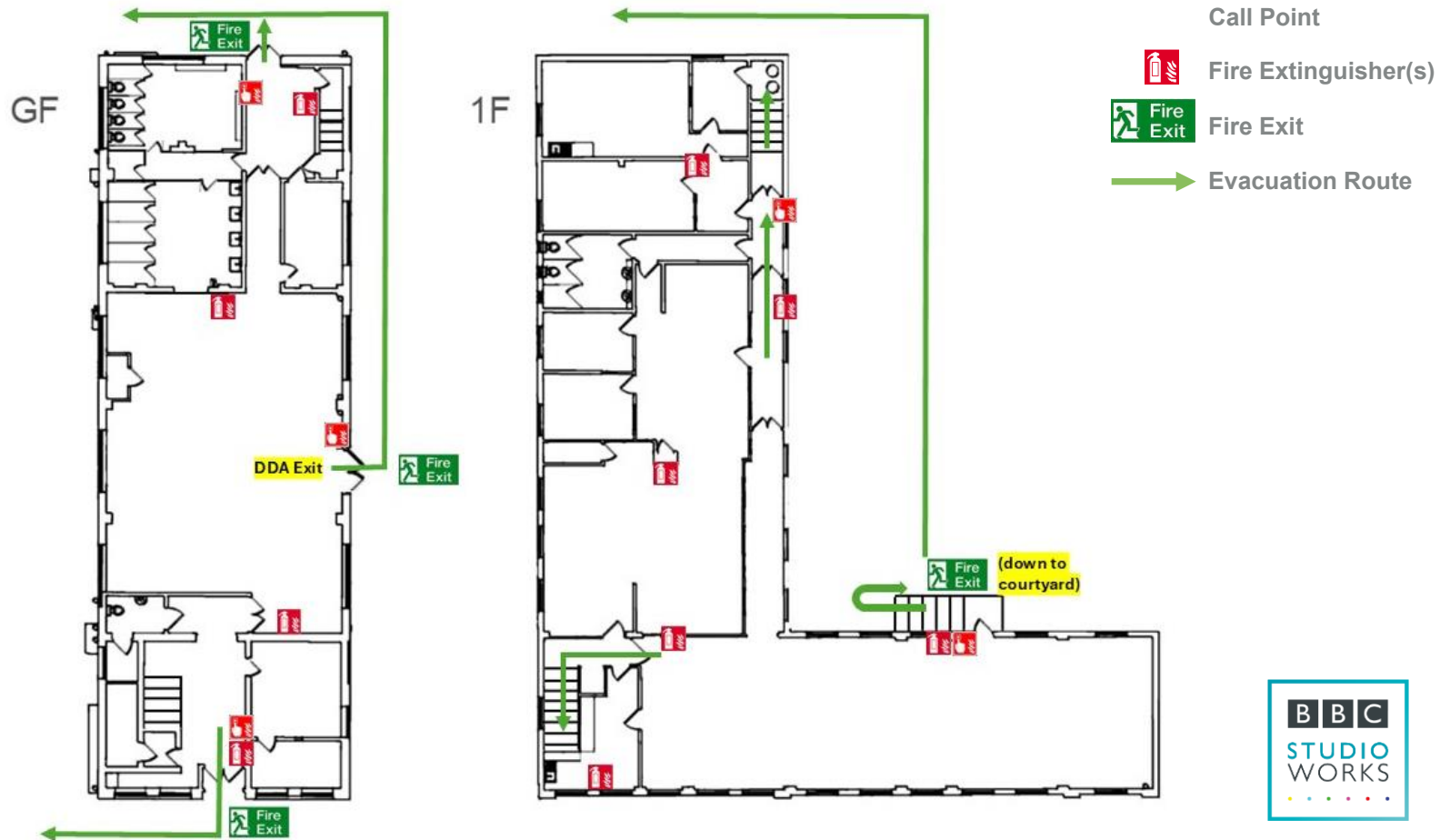


FIRE SAFETY/EVACUATION PLAN – S2/S3/S4

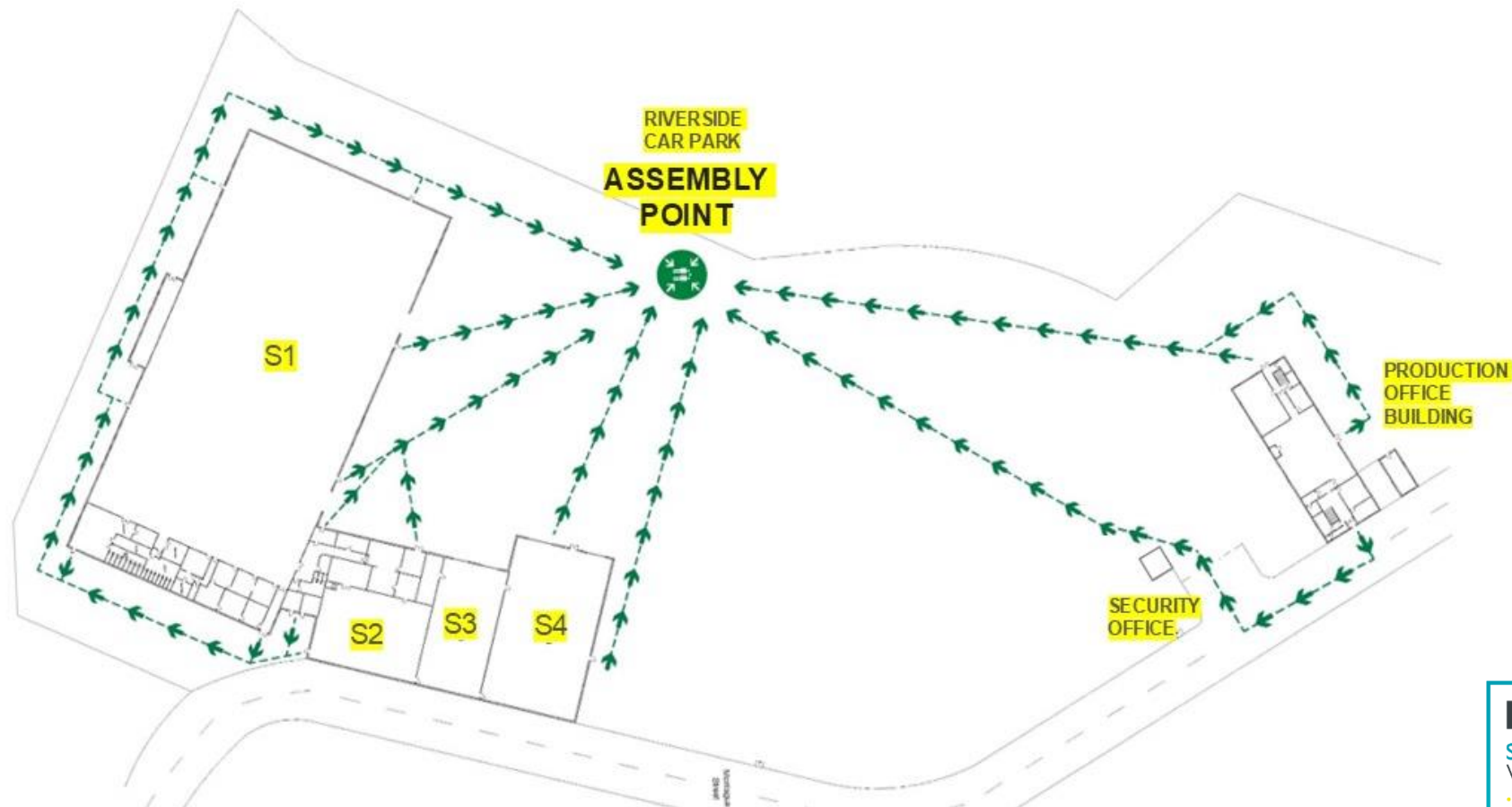


-  Call Point
-  Fire Extinguisher(s)
-  Fire Exit
-  Evacuation Route

FIRE SAFETY/EVACUATION PLAN – PRODUCTION OFFICE



ASSEMBLY POINT



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 or Facilities Team.
- ▶ 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.
- ▶ **Contractors should supply their own fire extinguishers specific to their works and should be detailed in their RAMS**



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 SAFETY - LITHIUM-ION (LI-ION) BATTERIES



There is an increasing amount of professional equipment 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



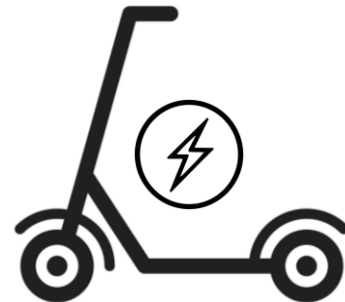
If you notice any of these warning signs, please immediately switch off the equipment and report it to your supervisor. We know accidents happen so please help us keep everyone safe and report any damage immediately.

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.



ELECTRIC SCOOTERS AND BIKES

- ▶ Electric bikes and scooters have become an increasingly popular mode of transport due to their convenience, cost and eco-friendliness. However, they present certain fire risks associated with their lithium-ion batteries, especially when being charged. BBC Studioworks has limited control over how its workforce, contractors and visitors manage and maintain such vehicles, our policy is therefore that e-bikes, e-scooters and any other similar vehicles are strictly prohibited from being brought inside any of the buildings. Any such vehicles must be left externally at designated parking areas. For further information please contact the Facilities Team.



ELECTRONIC CIGARETTES (VAPES)

- ▶ Vapes contain small lithium-ion batteries and should not be disposed of in general waste or recycling bins as they pose a significant fire risk so must be taken home.



PLEASE REPORT ALL ACCIDENTS



- ▶ All accidents and near-miss incidents, regardless of severity, must be reported immediately to your supervisor and the BBC Studioworks Facilities Team.
- ▶ Security **MUST** be informed if any emergency services are called - 0121 270 5999 / 07513 135 279
- ▶ BBC Studioworks have a number of first-aiders working on site. In the event a first-aider is required please call the Facilities Team or Security.
- ▶ Basic First Aid kits are located throughout the site, and a defibrillator is held at the Main Security Gate
- ▶ Contractor RAMS should detail sufficient first aid provision appropriate to the level of risk and specific hazards of the works they are carrying out. This should include providing suitable first aid equipment/supplies and trained first-aiders.



- ▶ **Nearest A&E Department:**

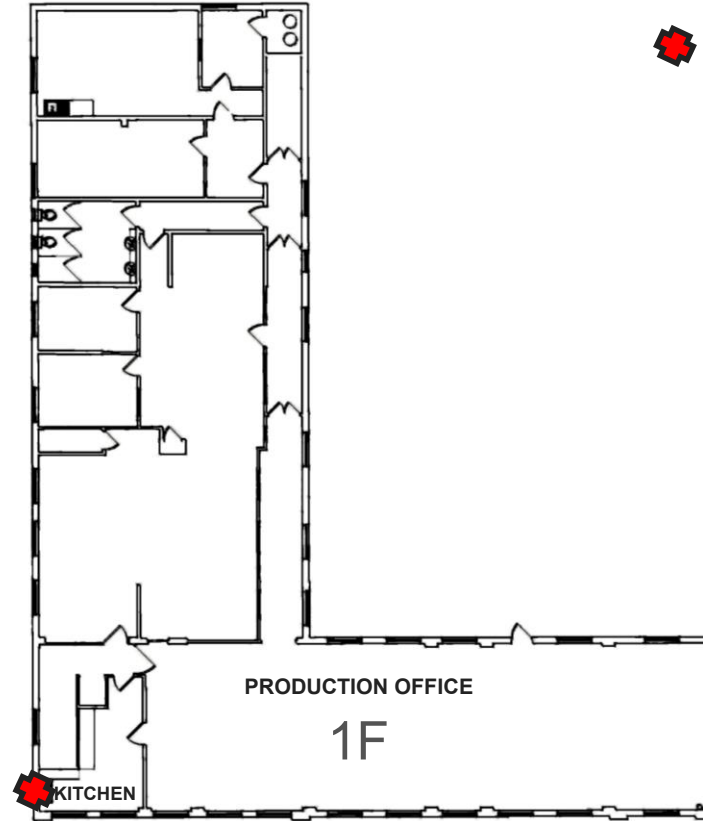
Queen Elizabeth Hospital
Mindelsohn Way
Birmingham B15 2TH
Tel: 0121 371 2600

FIRST AID EQUIPMENT LOCATIONS – PRODUCTION OFFICE & MAIN GATE

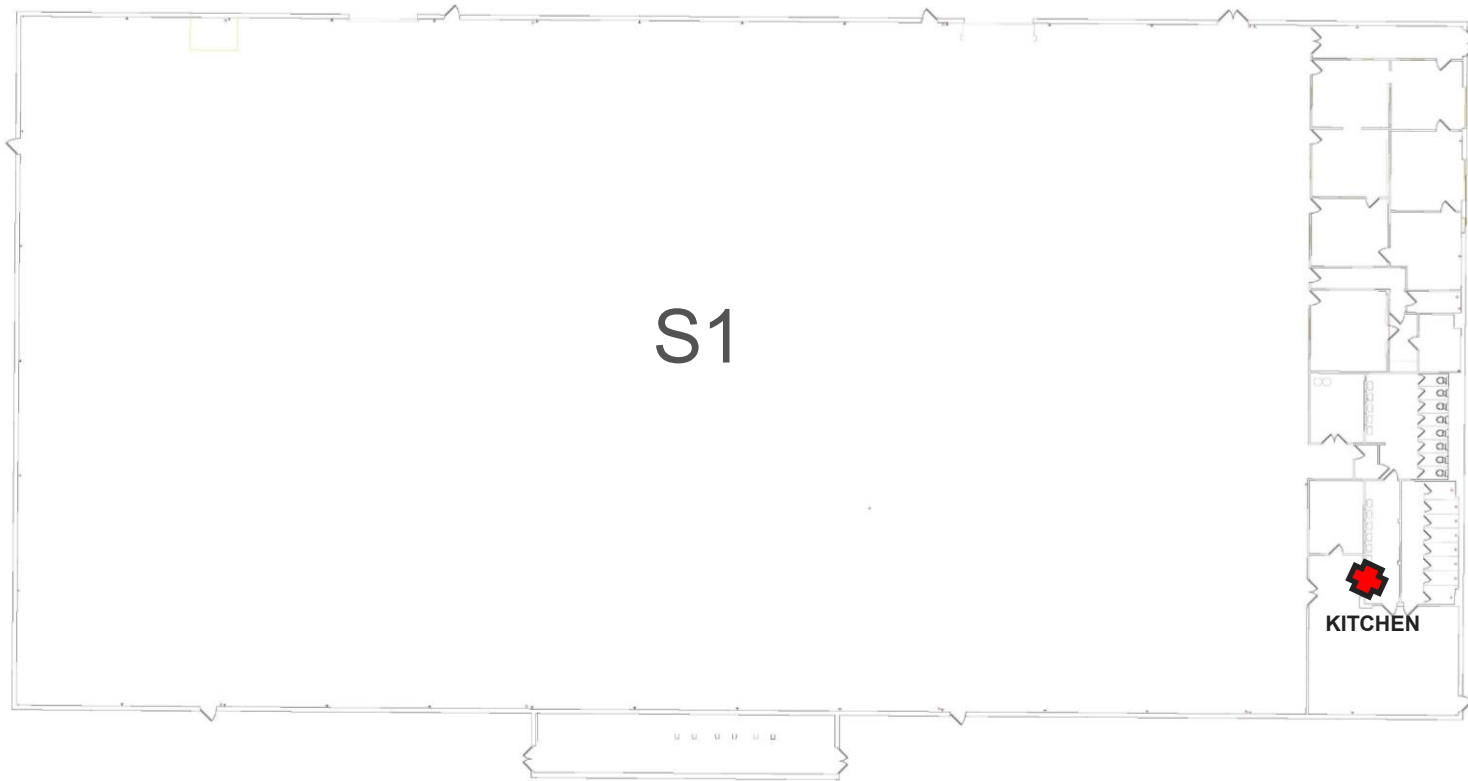


 DEFIBRILLATOR

 FIRST AID KIT



FIRST AID EQUIPMENT LOCATIONS – STAGE 1

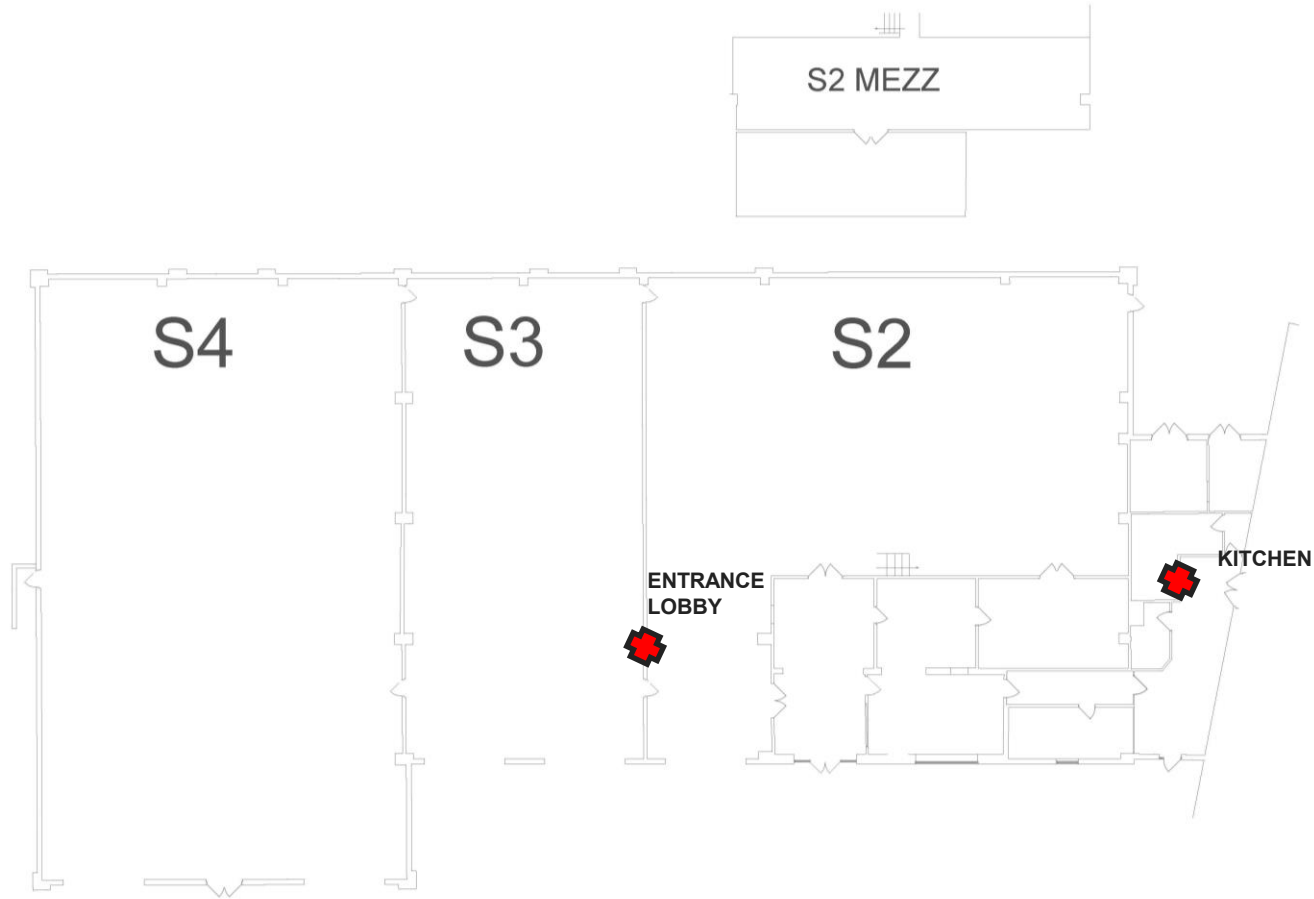


FIRST AID KIT

FIRST AID EQUIPMENT LOCATIONS – STAGES 2,3 & 4



 FIRST AID KIT





TOILETS

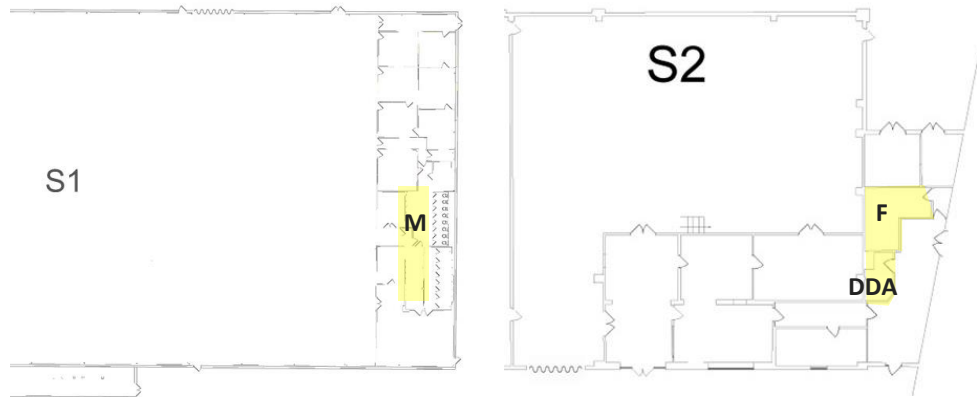
Production Office Building:

- Ground Floor – Male, Female and DDA Toilets
- First Floor – Female Toilets



Stages:

- S2 Reception – Female and DDA Toilets
- S1 Stage – Male Toilets



There are a number of kitchens in the buildings available for drinking water.
Please bring a reusable water bottle.



GOOD HOUSEKEEPING

Please help keep the site clean and tidy

- Please respect our facilities. This is an operational place of work **NOT** a building site.
- If you are working in areas with excessive dust, please wear shoe protectors when entering common areas to avoid walking dust into the building

WASTE

- Each contractor is responsible for the safe storage, and removal of work waste and the site bins should not be used



SMOKING

Smoking or vaping is **not** allowed anywhere inside any of our Stages or ancillary spaces but is permitted on site at designated smoking areas:

1. Under the archway, behind the Production Office Building
2. Outside Stage 4 (S4)

Please dispose of cigarette butts in the fire buckets provided.

Unwanted vapes must be taken home.

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





CONFIDENTIALITY OF PRODUCTIONS

- 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

SOCIAL MEDIA

Given the confidential nature of the recording activity which takes place at Digbeth Loc. 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 or people on-site into disrepute
- Post derogatory or offensive comments on the Internet

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 get in touch with the Facilities Team.

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

[Accept Induction](#)

You will not be issued with an ID pass until you have accepted the terms and conditions of this induction document.

