

DIGBETH LOC. STUDIOS

Site Induction Production and Crew



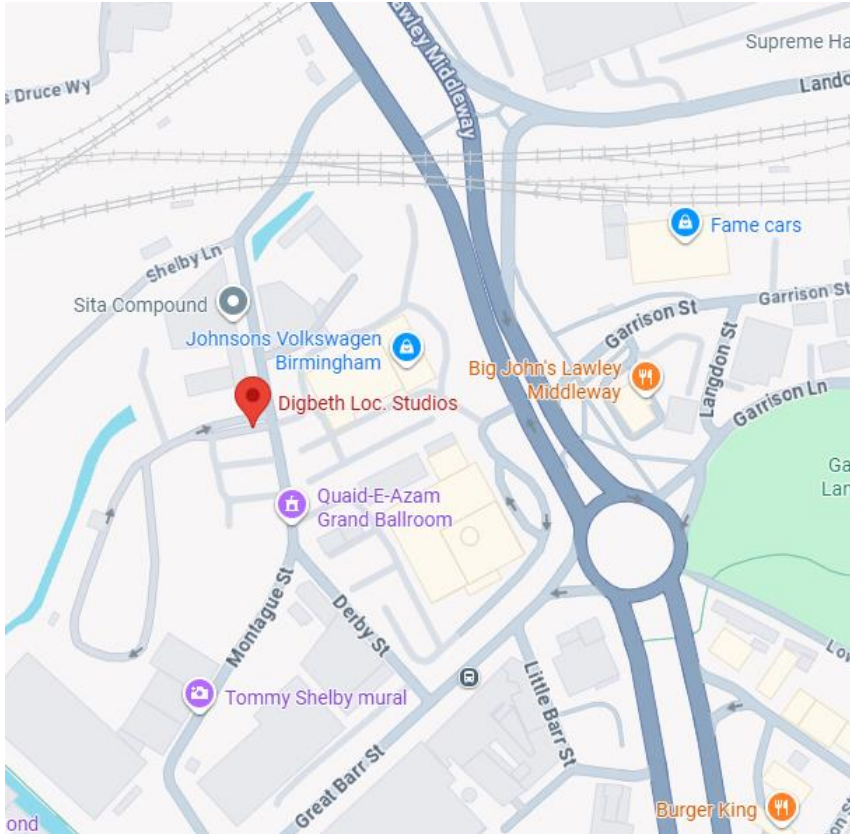
WELCOME

Digbeth Loc. Studios sits at the heart of Digbeth, Birmingham's most storied neighbourhood. Our stages combine raw industrial character with the flexibility to meet a wide spectrum of production needs — from high drama to film and television. Once a hub of Victorian industry, Digbeth has evolved into a thriving media and cultural district, now recognised as one of the UK's most dynamic creative quarters.

As the UK's leading provider of world-class studio and post-production services, BBC Studioworks has been appointed as operator to guarantee the highest standards of service, technical precision, and day-to-day management.



LOCATION AND ACCESS



Digbeth Loc. Studios Montague Street Birmingham B9 4BA

- ▶ Please show your site ID pass to Security at Main Gate when entering site
- ▶ All vehicle occupants must show their ID passes to Security to enter site
- ▶ Visitors will have to sign in and obtain a visitor pass

GETTING HERE – LOCAL TRANSPORT

BUS SERVICES

- ▶ The no 97/97A service from Birmingham Moor Street Station (Carrs Lane) goes to Great Barr Street (Derby Street) which is a short walk from the studios

CYCLING

- ▶ There are bike racks on site, located in front of the Production Office Building

WALKING

- ▶ The studios are about a 25min walk from the city centre

TRAINS

- ▶ There are a number of train stations that serve Birmingham city centre:
 - Birmingham New Street Station
 - Birmingham Moor Street Station
 - Birmingham Snow Hill Station

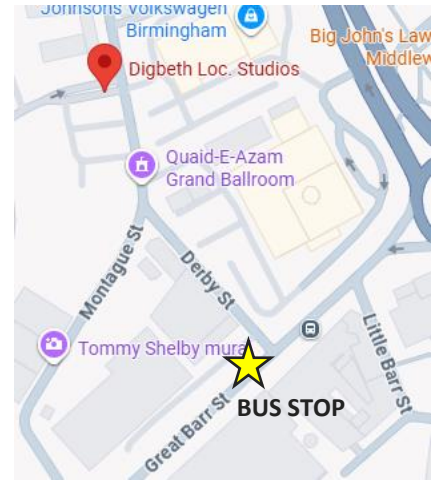


TAXIS

- ▶ There are taxi ranks located at all the train stations, and it is a short journey to the studios. Please ensure the address is Montague Street if using Uber.

PARKING

- ▶ Parking is available on site and is allocated via Production. Please only park in the allocated parking areas
 - ▶ EV charging points are available at both the Stages and Production Office building, but their use is allocated by the production management team
- They are pay per use via an App. For further information please contact the FM Team.



KEY CONTACTS & OPENING HOURS

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

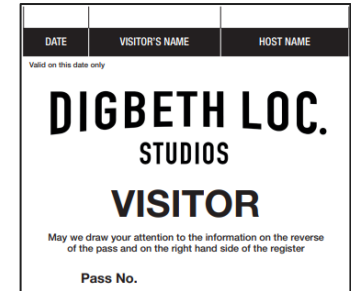
- ▶ **Facilities Team :-**
 - Office Hours, Monday to Friday (additional hours around production schedules)
 - Email: dls.facilities@bbcstudioworks.com
 - Tel: 0121 227 3330

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



SECURITY

- ▶ We take security very seriously on site. Our security measures include 24/7 manned guarding, patrols around the site and CCTV
- ▶ 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 the Facilities Team
- ▶ You must have your Digbeth Loc. Studios ID card 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 may be escorted to Security to verify their identity.
- ▶ Any replacement ID cards will be chargeable at a fee of £5 each
- ▶ Visitor passes are valid for one day only
- ▶ Visitors must sign in at the Security Office and obtain a visitor pass. Their host (who must hold a valid ID pass) will be contacted when they arrive, to be collected from the Security Office
- ▶ Since visitors have not completed a site induction, they must be supervised by their host at all times during their time on site
- ▶ Production should send through a list of expected visitors, and host contact details to Security in advance, to add to the daily access list
- ▶ All visitor passes should be returned to the Security Office before leaving site



KEYS

- ▶ Keys for the offices can be signed out on a daily basis from the Security Office
- ▶ We ask that keys are not taken off the premises, however if this is essential for security reasons, please contact the FM team
- ▶ Replacements for any lost keys will be charged at £12 per key



DELIVERIES & PRODUCTION VEHICLES

DELIVERIES

- ▶ Wherever possible, production should notify Security and the FM team in advance of deliveries to site, to add to the daily access list
- ▶ Security and the FM team must be notified in advance of all large deliveries for items such as set, props, equipment etc, where on site they are to offload and the name and contact details of the person who will be receiving the delivery
- ▶ 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
- ▶ Delivery drivers will not be required to sign in as a visitor for quick drop-offs
- ▶ Small deliveries will be taken in at the Security Office and the addressee notified of their arrival
- ▶ Larger deliveries will be directed to the relevant site location
- ▶ For any deliveries which will take longer than 15 minutes to offload, the driver and any occupants must sign in as a visitor at the Security Office

PRODUCTION VEHICLES

- ▶ Details of Unit trucks and any other larger production vehicles that are to remain on site must be provided in advance to Security and FM team to add to the daily access list. Please provide registration numbers where possible.
- ▶ Please provide a production contact name and contact details when advising of access requirements of production vehicles
- ▶ All drivers and occupants of production vehicles must sign in as a visitor at the Security Office if they do not have an ID pass

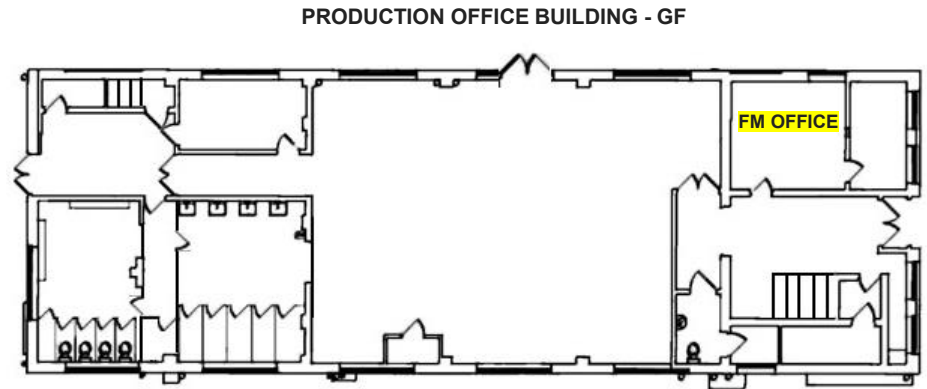


FACILITIES TEAM

▶ The Facilities Team is based in the facilities office. They are located on the ground floor of the Production Office Building and are here to assist productions with their requirements throughout their time here.

▶ 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





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 dls.facilities@bbcstudios.com
- ▶ For specific details regarding our health and safety policies, arrangements and risk assessments please consult our dedicated health and safety website: <https://bbcstudios.com/health-safety/>

EMERGENCY PROCEDURES



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.*

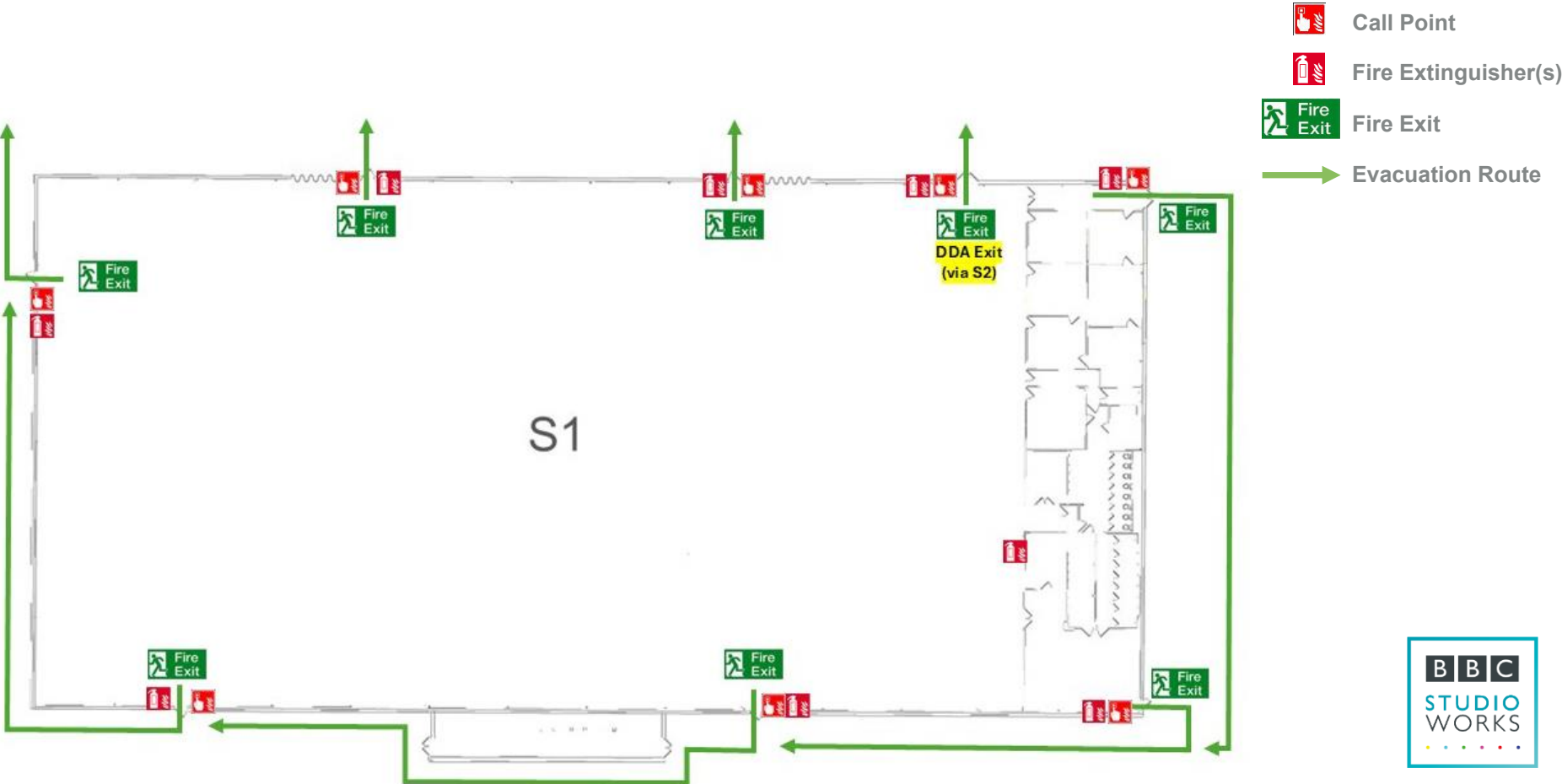
DO NOT PUT YOURSELF IN DANGER

-  • 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:

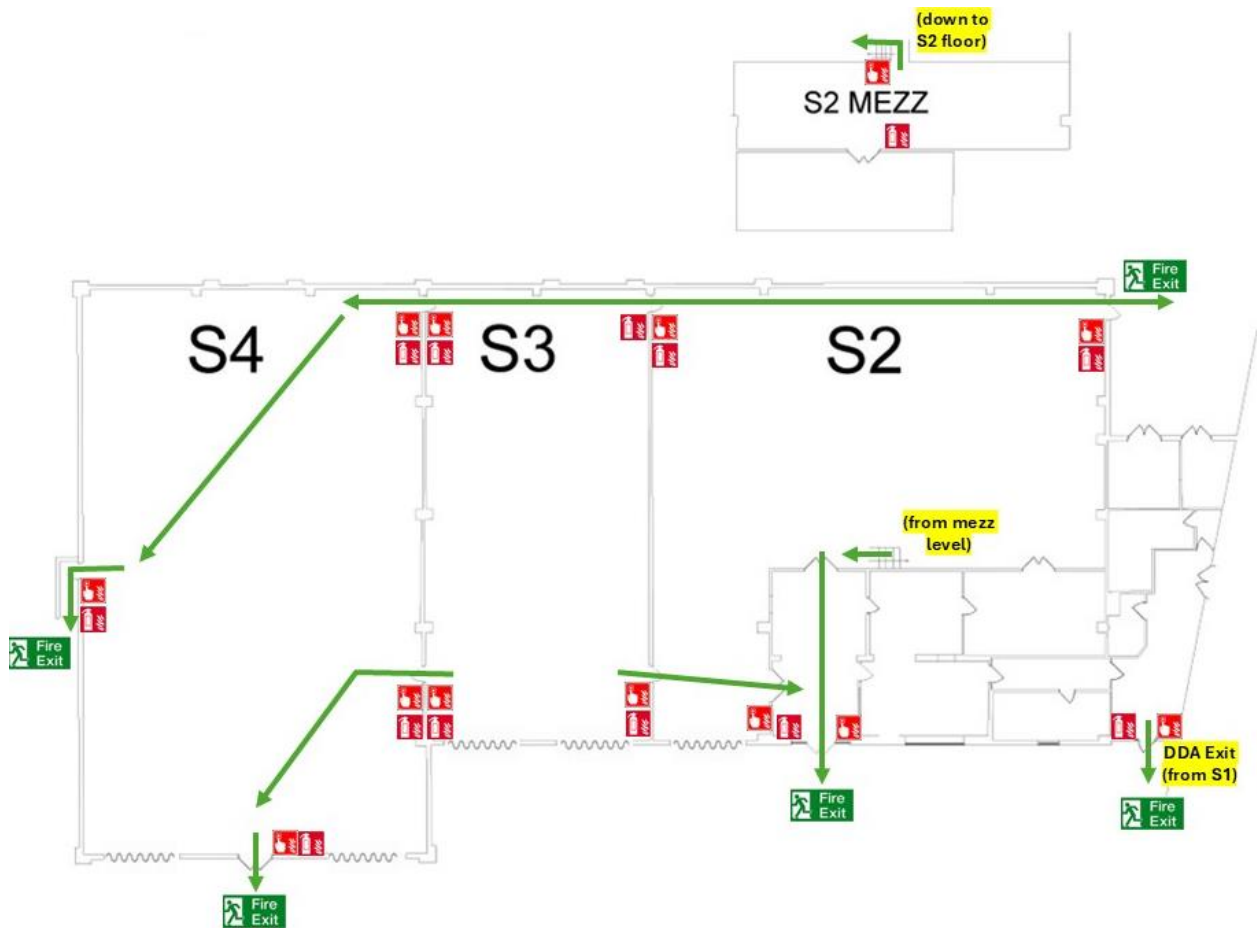
-  • Leave the building immediately via the nearest fire exit
- Encourage others to evacuate as you leave
- Close any doors behind you
-  • Proceed to the external assembly point and await further instructions
- **FOLLOW INSTRUCTIONS FROM FIRE WARDENS/ SECURITY**
- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- **DO NOT RE-ENTER THE BUILDING UNTIL TOLD SAFE TO DO SO**

FIRE SAFETY/EVACUATION PLAN – S1

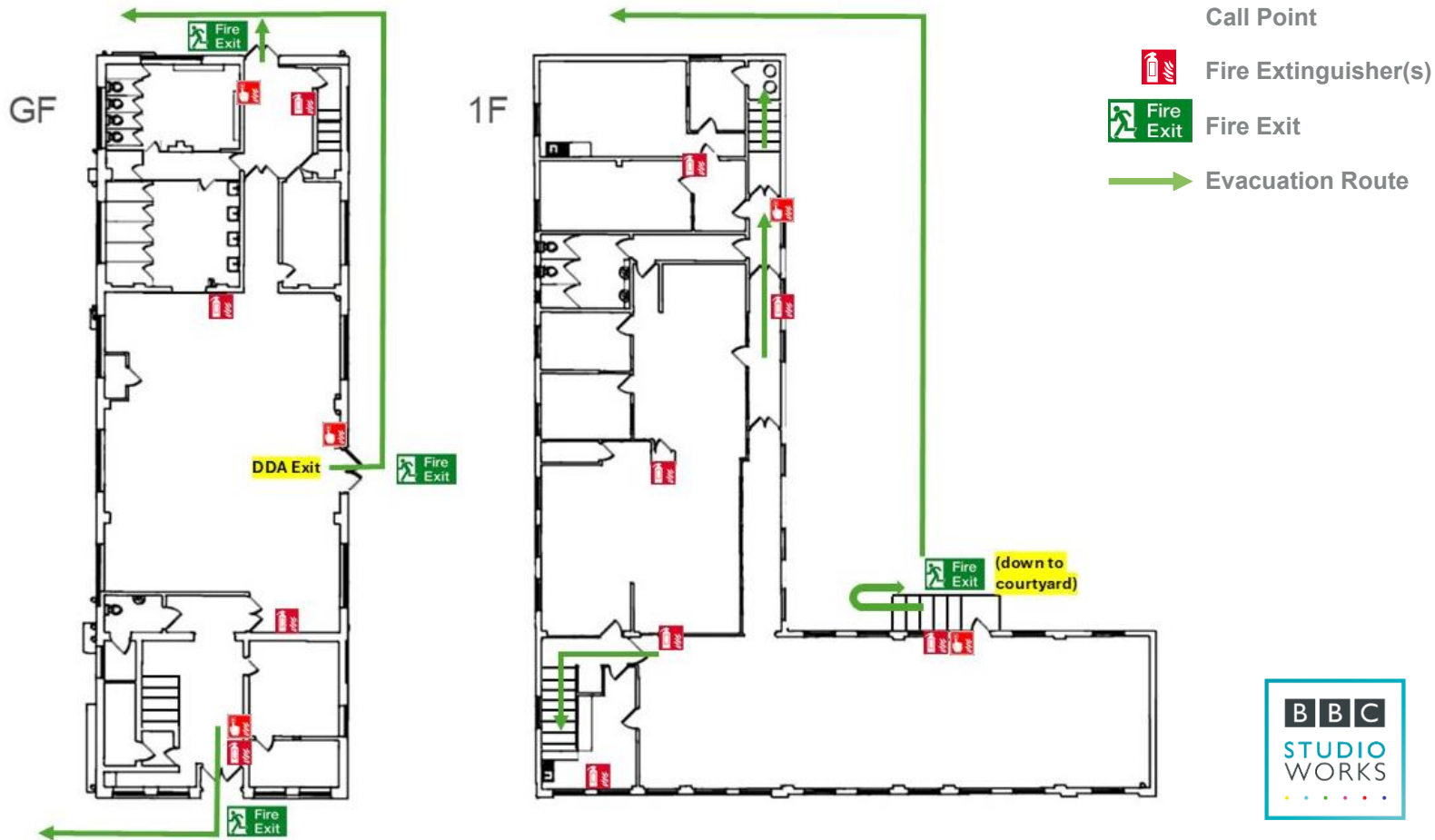


FIRE SAFETY/EVACUATION PLAN – S2/S3/S4

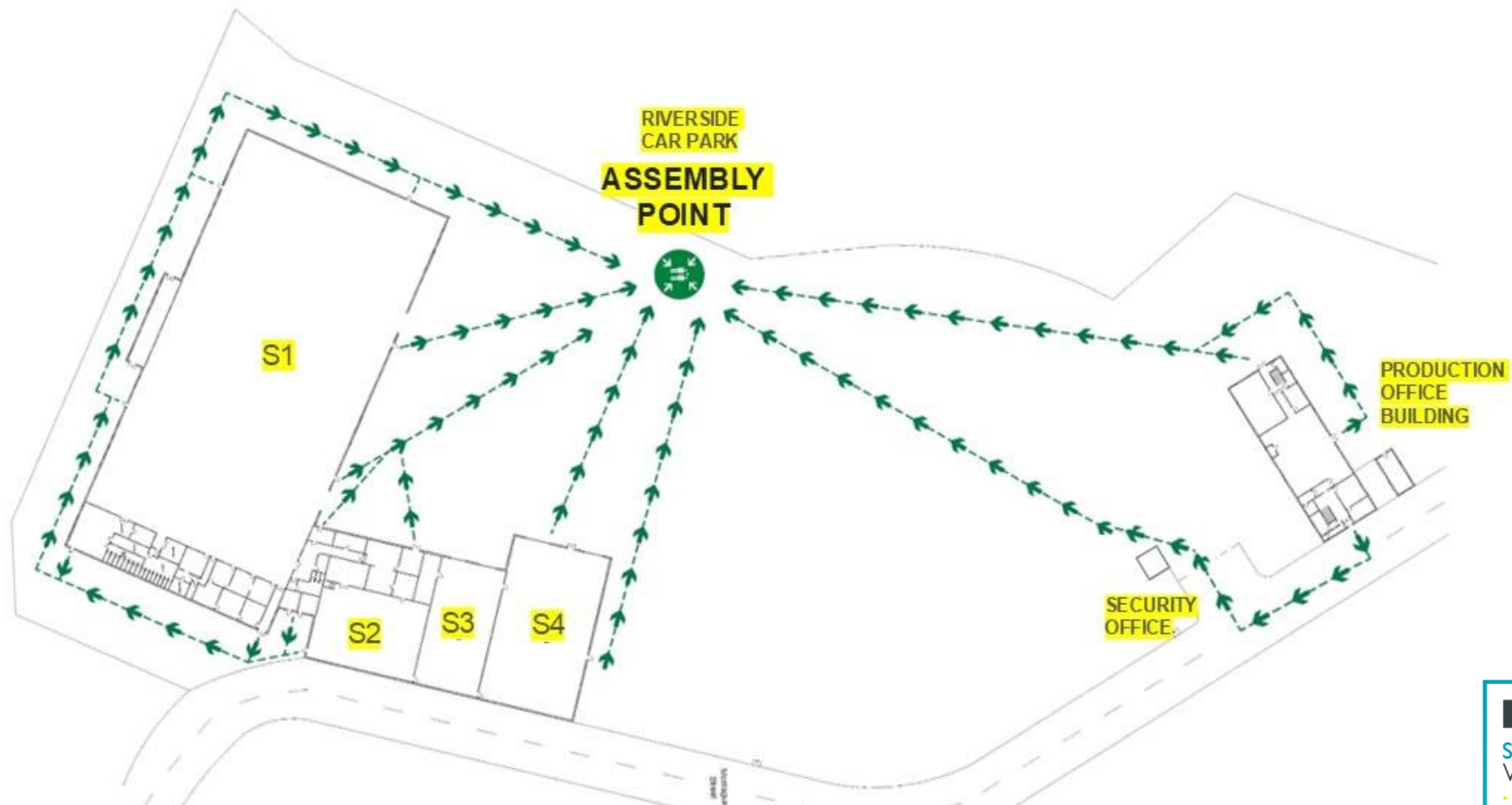
-  Call Point
-  Fire Extinguisher(s)
-  Fire Exit
-  Evacuation Route



FIRE SAFETY/EVACUATION PLAN – PRODUCTION OFFICE



ASSEMBLY POINT



PERSONAL EMERGENCY EVACUATION PLAN

- ▶ Where a member of production, crew, talent or a visitor requires assistance to evacuate in an emergency, a personal emergency evacuation plan (PEEP) must be put in place. As well as those with additional mobility requirements this can also include people with hearing and sight impairments, neurodiversity and young persons.
- ▶ They should be allocated a 'buddy' to ensure they are suitably attended to in the event of an incident
- ▶ Productions must manage their own PEEP procedure and submit forms to the facilities team so they are aware of anyone on site that may need assistance in the event of an emergency evacuation.
- ▶ Further information about PEEP arrangements as well as general site accessibility and disabled facilities can be obtained from dls.facilities@bbcstudioworks.com

FIRE SAFETY – FIRE DETECTION

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
- ▶ There will be a weekly fire alarm test. The day and time of this test will be agreed with productions in advance. On hearing an unexpected alarm, please evacuate the building immediately and proceed to the designated assembly point.

SMOKE EFFECTS

- ▶ In order to prevent false alarms, when there are dusty, hot works or smoke effects used in the studio it is necessary to isolate the smoke detection system within Stage 1. This is a carefully managed process with additional fire safety controls put in place during any period of isolation. Productions must submit a smoke isolation permit to the facilities team at least 48 working-day hours in advance. The Security team will manage the isolation procedure.
- ▶ Call points are **never** isolated so on discovering a fire please still activate a call point immediately.













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.



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 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.

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.

FIRE SAFETY – LITHIUM-ION PERSONAL DEVICES

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, production clients, tenants 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.
- ▶ Please note mobility scooters and electric wheelchairs are permitted inside the buildings. Please contact the Facilities Team to confirm the locations at which they can be charged to ensure the charging point/infrastructure is compliant and they are not obstructing a fire escape route.



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. If the production do not provide battery recycling bins, please take them home.

PERSONAL EQUIPMENT

- ▶ One of the highest risks for a lithium battery fire is due to personal equipment brought in by building users due to hazards such as damage sustained, non-compliant modifications and, equipment and accessories of an unknown origin and therefore potentially unsafe.

SAFE WORKING PRACTICES

RISK ASSESSMEMNTS

- ▶ All production and supplier risk assessments must be issued to the Facilities Team
- ▶ 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

PERMIT TO WORK

- ▶ Certain types of activities are managed under a permit-to-work system:
 - **Hot works** , e.g. for special effects such as pyro-technics.
 - **Fire Alarm Smoke Isolations** (due to use of smoke effects in the studio or dusty works)
 - **Ground works** (securing temporary structures such as marquees into the ground)
 - **External filming** (to ensure the coordination of health and safety around site logistics and our local neighbours)
- ▶ To apply for a permit, a risk assessment and method statement must be sent to the Facilities Team at least 48 hours in advance.
- ▶ Permit to work forms can be downloaded from the health and safety website [here](#)

SAFE WORKING

- ▶ If you witness any unsafe working practices or have any concerns or queries, please contact your supervisor, production contact or the Facilities Team immediately
- ▶ Anyone deemed to be working in an unsafe manner may be removed from site





PLEASE REPORT ALL ACCIDENTS



- ▶ All accidents and near-miss incidents, regardless of severity, must be reported immediately to your supervisor and a senior member of production
- ▶ Productions must inform the Facilities Team of any incidents on site in the following circumstances:
 - Any serious accidents/near misses that are RIDDOR (HSE) reportable
 - When an ambulance is called
 - Where an accident/near miss is due to an issue with the site facilities or services
- ▶ 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
- ▶ **Nearest A&E Department:**

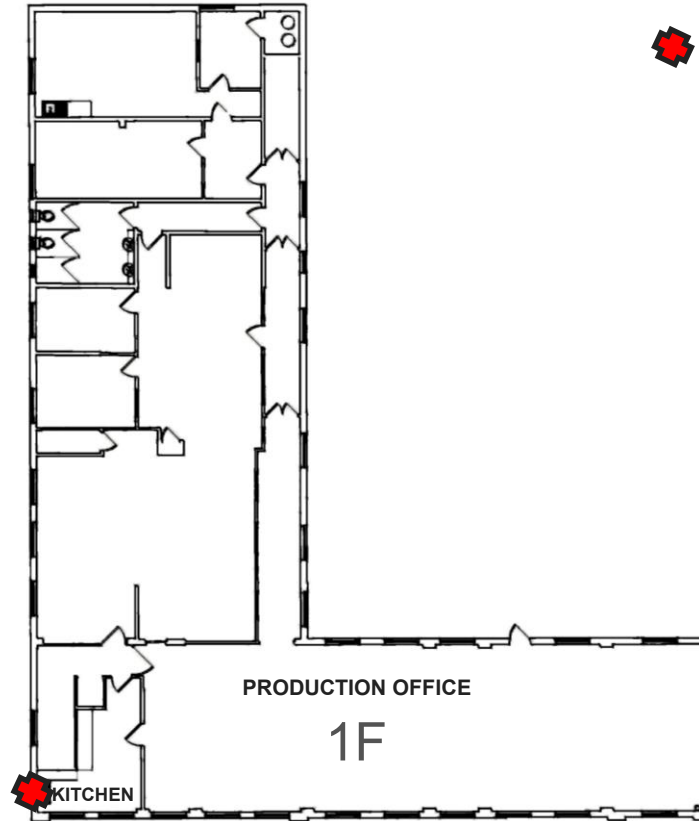
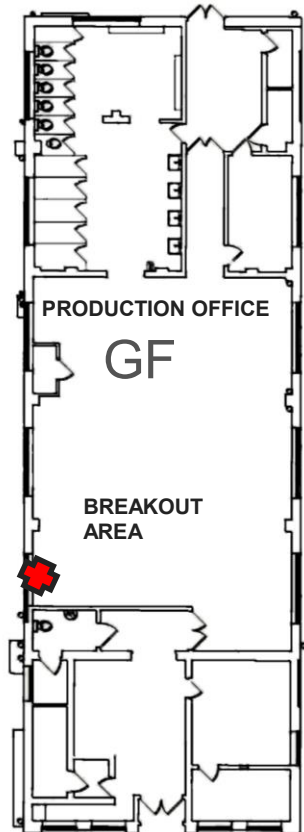
Queen Elizabeth Hospital
Mindelsohn Way
Birmingham B15 2TH
Tel: 0121 371 2600



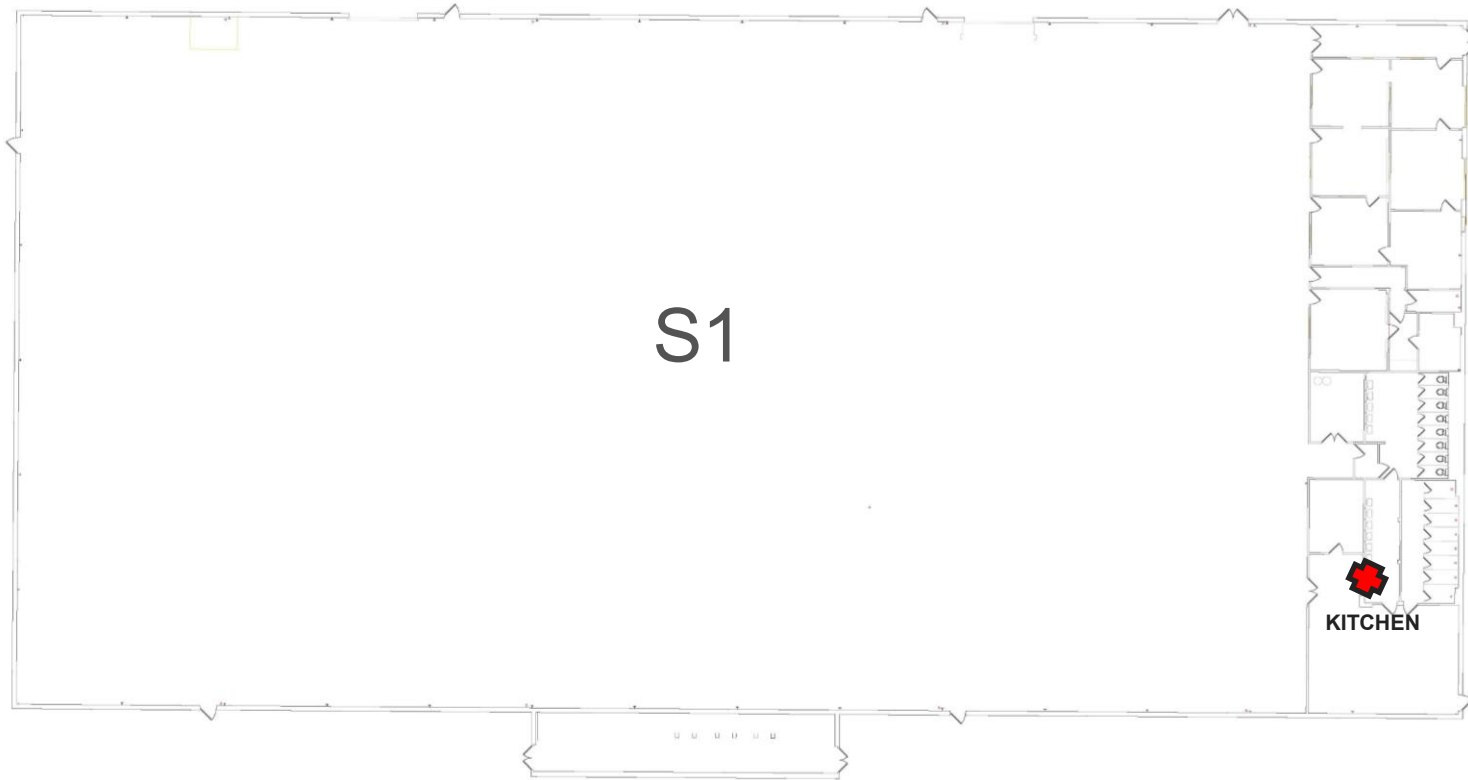
FIRST AID EQUIPMENT LOCATIONS – PRODUCTION OFFICE & MAIN GATE

 DEFIBRILLATOR

 FIRST AID KIT



FIRST AID EQUIPMENT LOCATIONS – STAGE 1

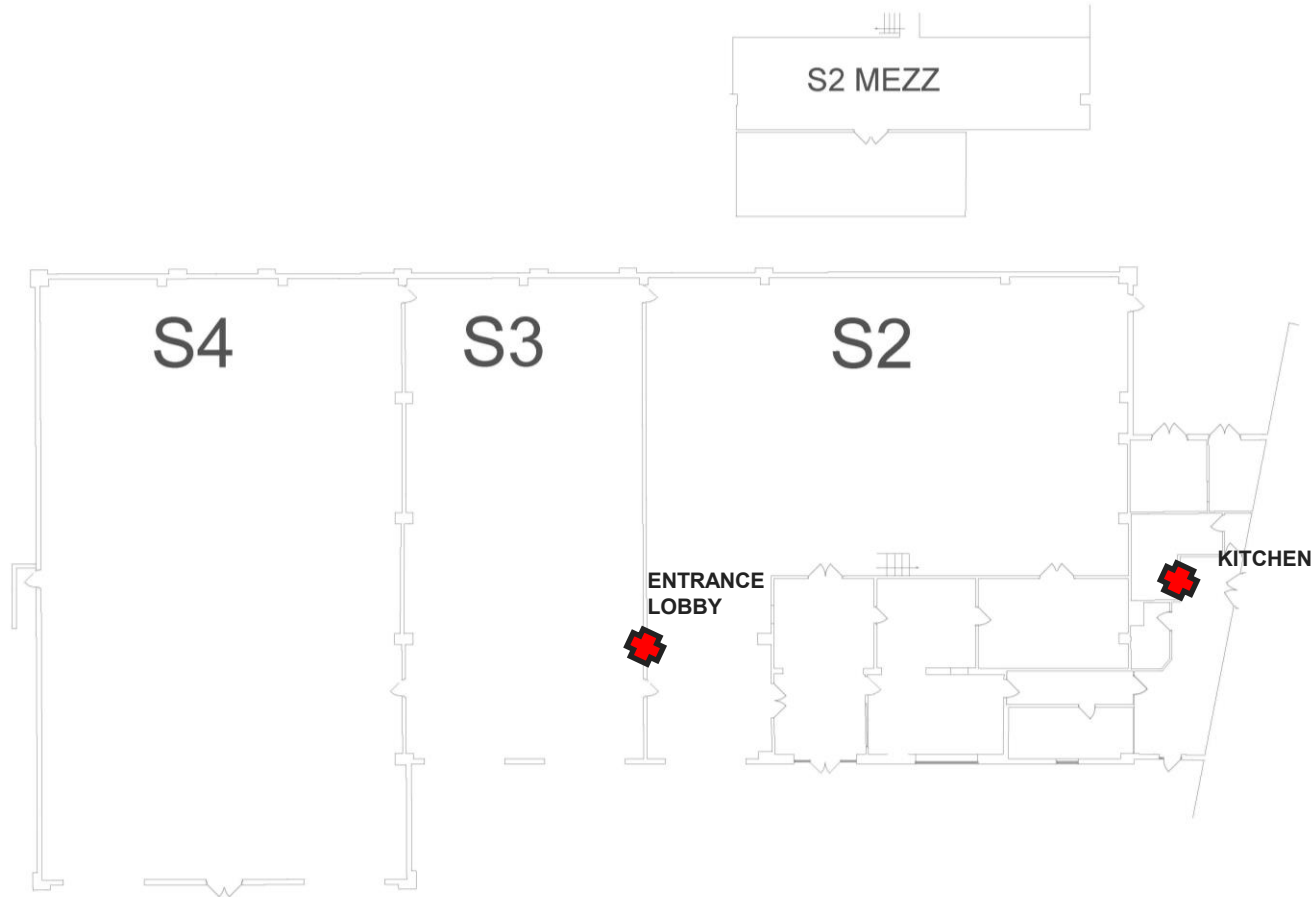


 FIRST AID KIT


KITCHEN

FIRST AID EQUIPMENT LOCATIONS – STAGES 2,3 & 4

 FIRST AID KIT



IT CONNECTION

At Digbeth Loc. Studios we understand the importance of providing a reliable internet connection for our clients. We have therefore provided the following IT solution for the site:

- ▶ A 10GB main fibre connection to site with resilience:
 - Secondary failover fibre connection with a different carrier
 - Third back-up of a 1GB radio wave connection(The fibre connection is scalable up to 100GB at an additional cost)
- ▶ WIFI connection across all buildings and main external areas
 - WIFI login details are available from the Facilities Team
- ▶ 2 x ethernet ports are available for printers in the production office. Further points may be installed at an additional cost.
- ▶ Please note the IT connection provided is strictly for business purposes only and must not be used to access, upload, download or engage with any offensive or illegal material, including copyrighted material and software.
- ▶ Please be careful in accessing potentially dangerous websites and clicking on unsolicited/suspicious links that could result in compromising the safety of the network.
- ▶ Please do not tamper with any of the IT assets including access points and data cabinets. Any damage may be charged onto the production.
- ▶ For further information or connection issues please contact the Facilities Team, or the Security Office for emergency out of hours support.

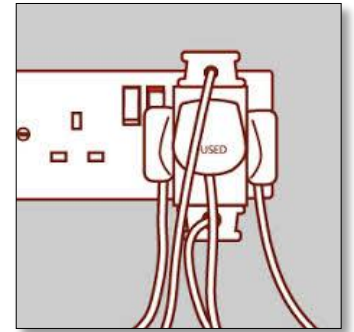


GENERAL BUILDING POLICIES

GOOD HOUSEKEEPING AND 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 [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 the Facilities Team immediately.



GENERAL BUILDING POLICIES

WASTE AND RECYCLING

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

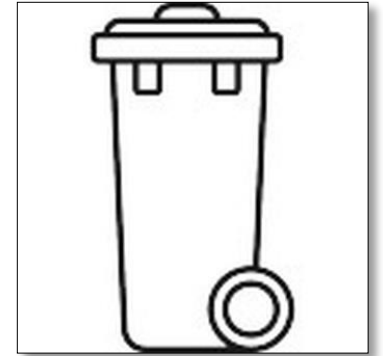
- Dry mixed recycling
- General Waste
- Food Waste

Please make sure you use the relevant bin and don't contaminate other recycling. This is a legal requirement and may result in a fine, payable by the production.

We would appreciate your assistance is using the large bins provided and not bringing in small paper waste bins on site. This helps ensure proper segregation of waste streams and a provide a more efficient cleaning service.

If you have other specific waste removal requirements such as WEEE, hazardous materials or batteries, please speak to your production contact.

Additional waste streams can be provided by the FM team at an additional cost.



GENERAL BUILDING POLICIES

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. Outside 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 if battery recycling is not provided by the production.

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



GENERAL BUILDING POLICIES

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



GENERAL BUILDING POLICIES

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

If you are unsure about any of your online activity, then please contact your line manager



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.

