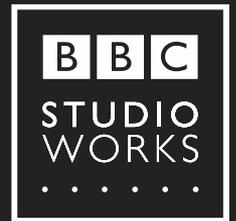


DIGBETH LOC. STUDIOS

Site Induction Events



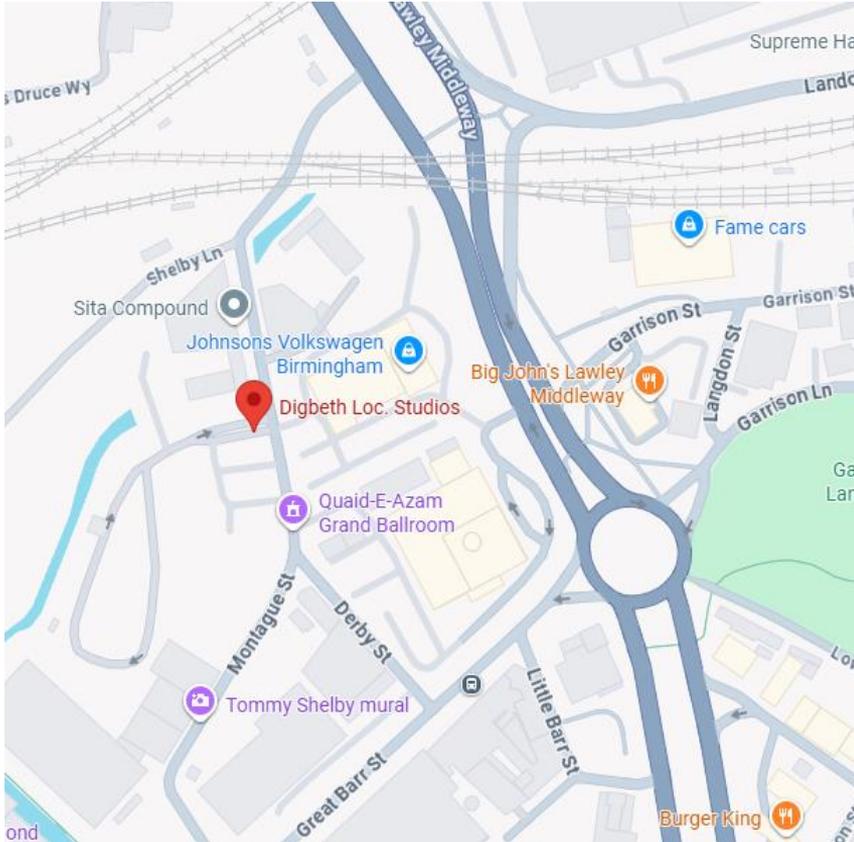
WELCOME

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

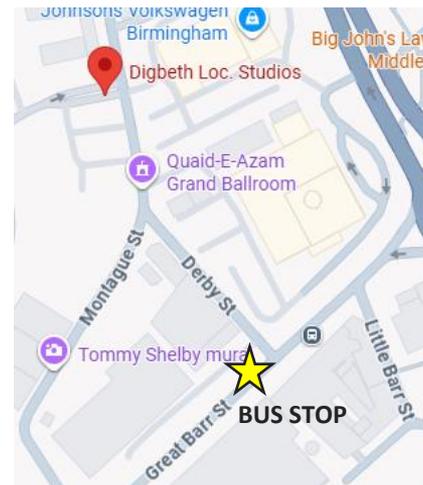


TAXIS

- ▶ 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 must be authorised and booked in advance with 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



SITE SECURITY

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

GENERAL SITE ACCESS ID REQUIREMENTS:

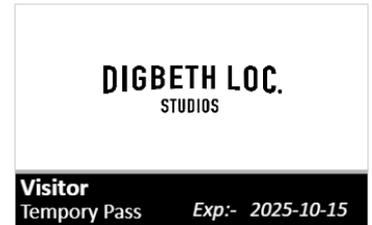
- ▶ Anyone without a site ID card will be required to sign in at the Main Security Office and will be issued either with a daily visitor pass or a temporary pass, valid for longer periods where appropriate
- ▶ Though it is not a requirement to wear the ID card whilst on site, you must always carry it 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

EVENT/SUPPLIER VEHICLES

- ▶ Please inform the FM team in advance of vehicles requiring access to site, to add to the daily access list. Parking must be authorised in advance and vehicles parked in the allocated bays/area

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



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 is scheduled around production schedules. You will be advised if a test is due on site that day. 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. The Event Manager must submit a smoke isolation permit to the facilities team at least 48 working-day hours in advance. The Studioworks team will manage the isolation procedure.
- ▶ Call points are **never** isolated so on discovering a fire please still activate a call point immediately.

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.*

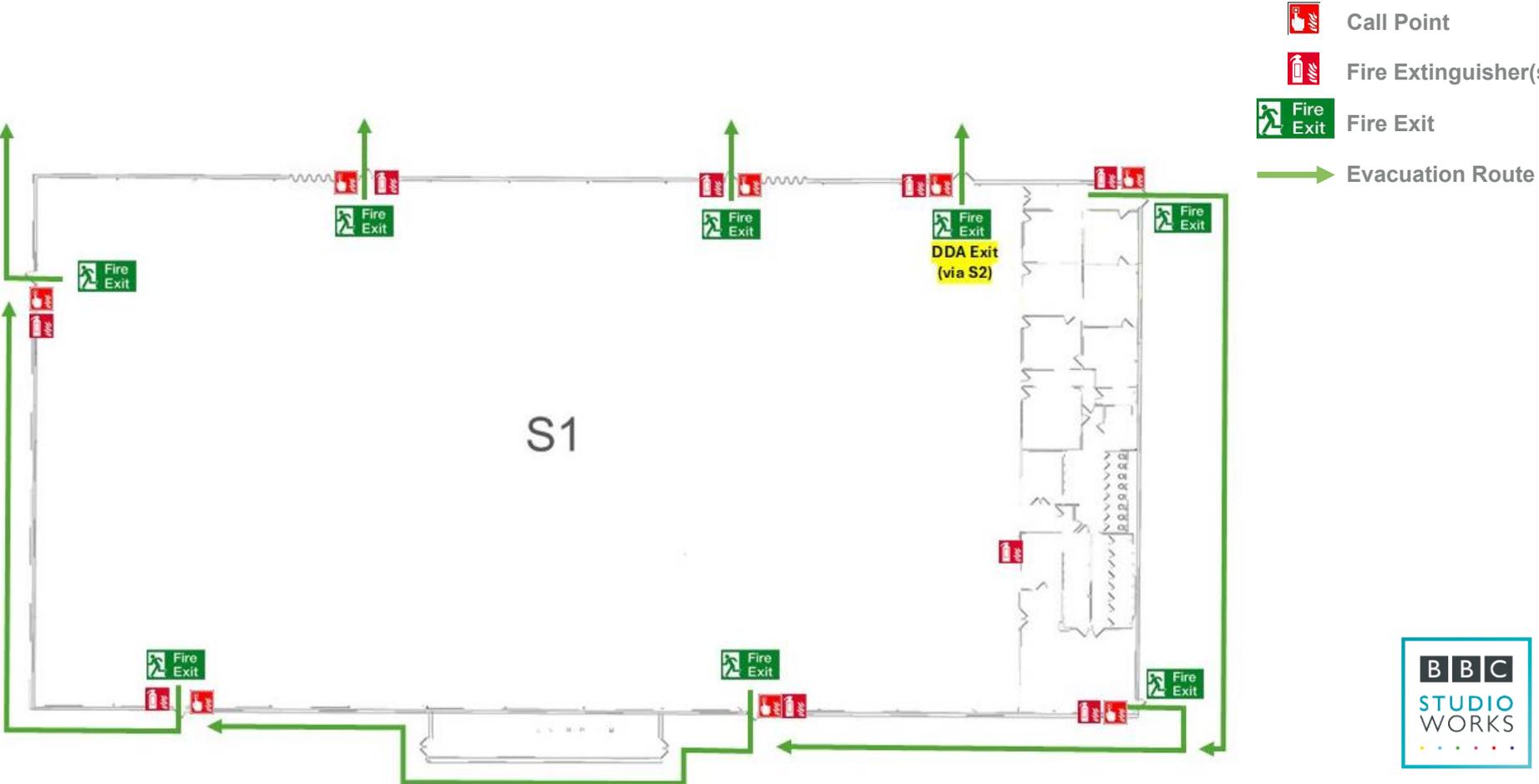
DO NOT PUT YOURSELF IN DANGER

-  • 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:

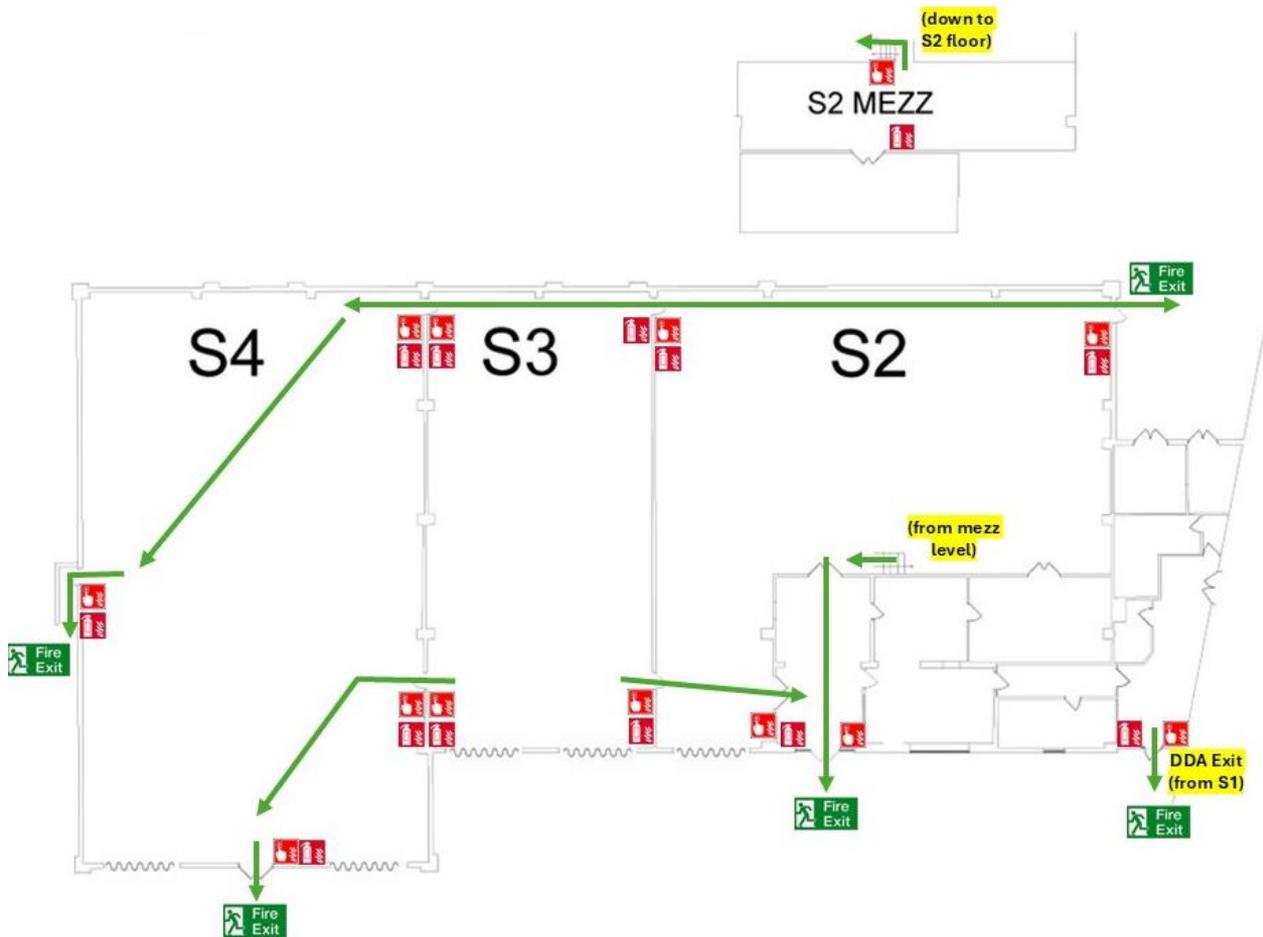
-  • Leave the building immediately via the nearest fire exit
- Encourage others to evacuate as you leave
- Close any doors behind you
-  • Proceed to the external assembly point and await further instructions
- **FOLLOW INSTRUCTIONS FROM FIRE WARDENS/ SECURITY**
- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**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

FIRE SAFETY/EVACUATION PLAN – S1

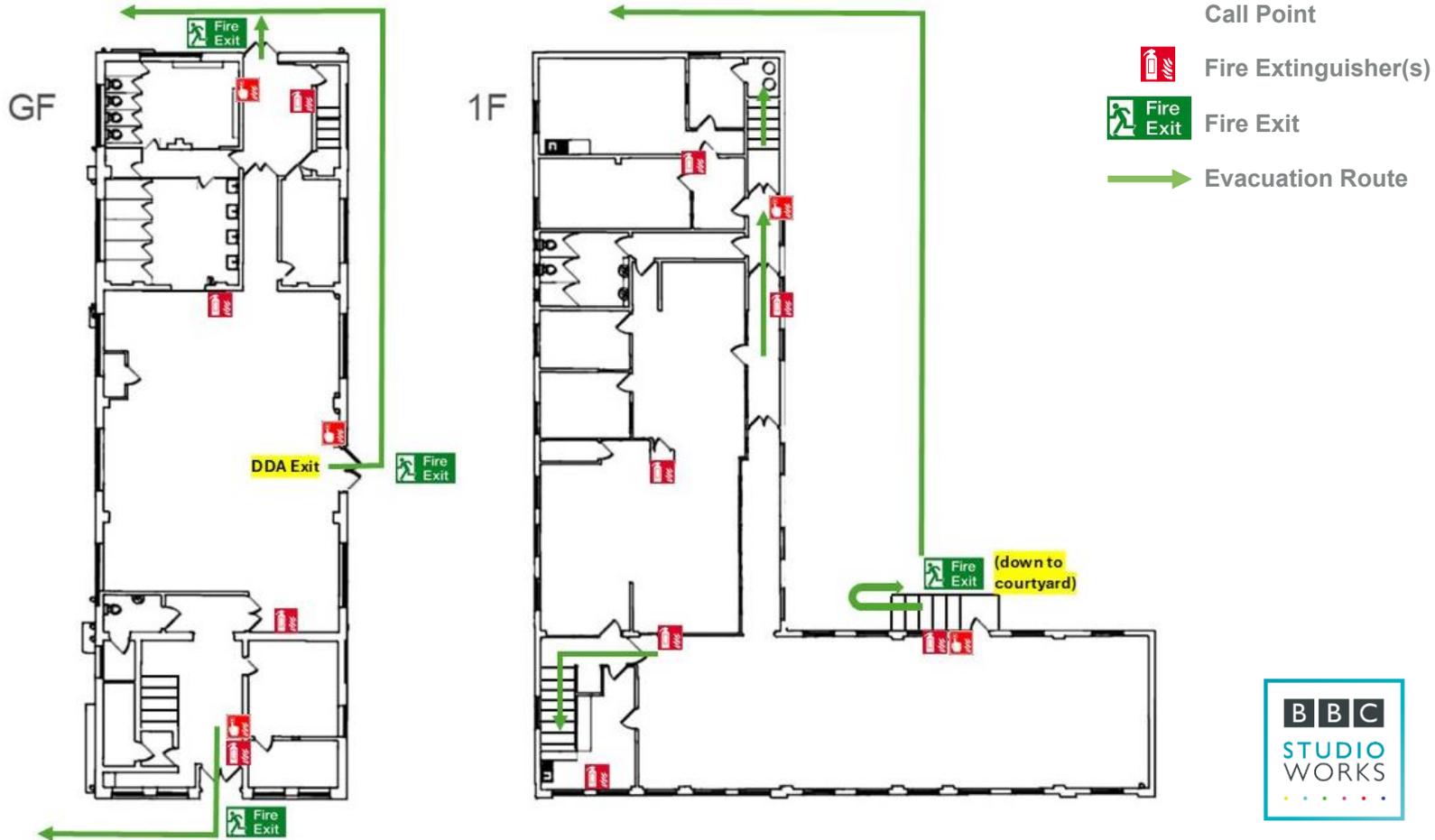


FIRE SAFETY/EVACUATION PLAN – S2/S3/S4

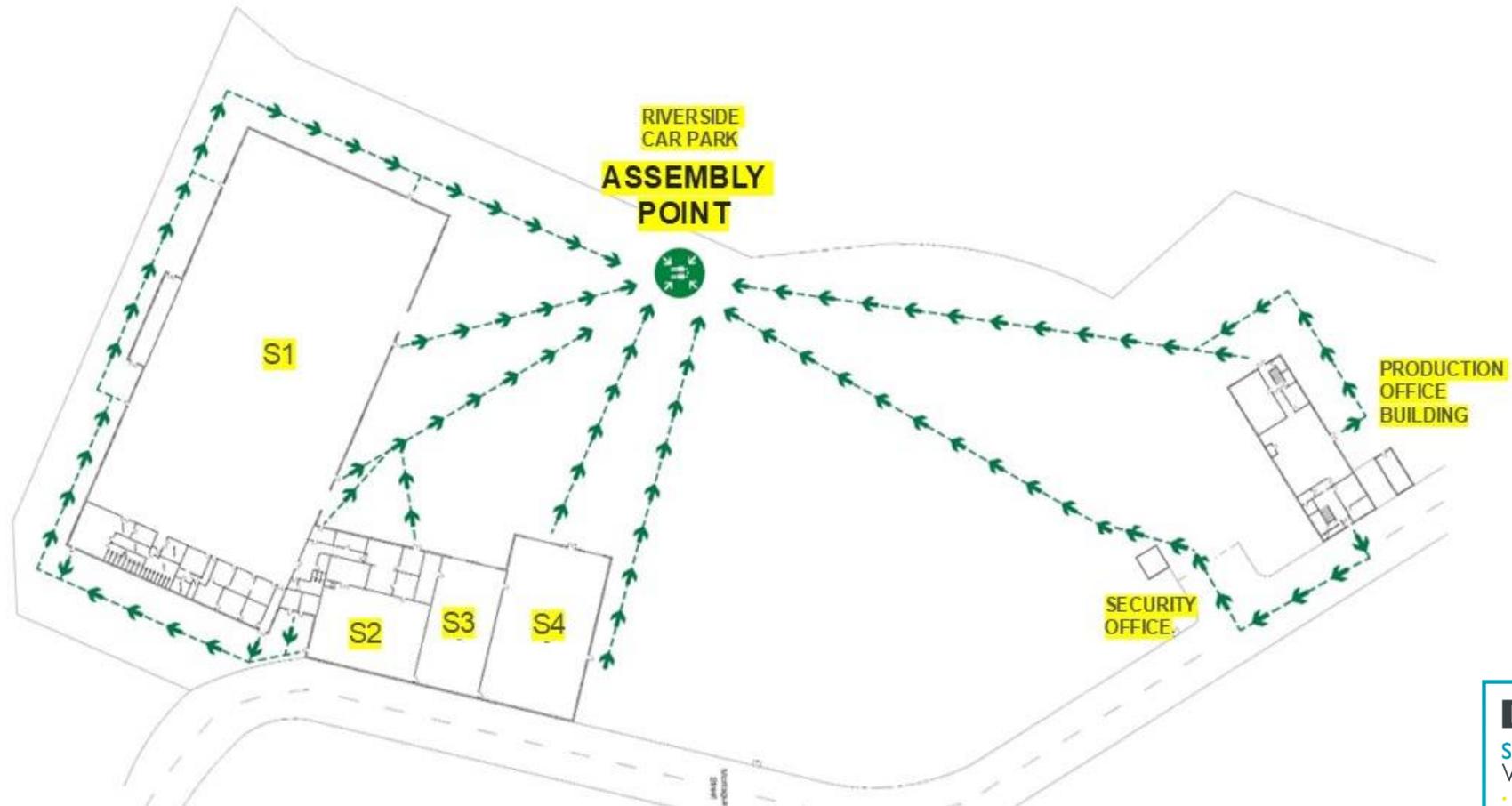
-  Call Point
-  Fire Extinguisher(s)
-  Fire Exit
-  Evacuation Route



FIRE SAFETY/EVACUATION PLAN – PRODUCTION OFFICE



ASSEMBLY POINT



PERSONAL EMERGENCY EVACUATION PLAN

- ▶ Where someone 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.
- ▶ The Event Plan should include emergency procedures for all evacuating event attendees including staff, suppliers, guest and members of the public
- ▶ 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 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 the 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	✗	✗	✗	✗	✓

- ▶ The Event team and their suppliers must supply additional extinguishers appropriate to their activities and as detailed in their RAMS
- ▶ The Event Company will be charged for any site extinguishers found used or damaged

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. We do not provide battery recycling bins so please take them home to dispose of.

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 Event/Supplier risk assessments must be issued to the Facilities Team
- ▶ All Event 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 the Events Manager
- ▶ The Events Manager 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
- ▶ The Events Manager must submit a First Aid Needs Assessment as part of their Event Plan
(For events where there are over 50 members of the public/guests, at a minimum, a qualified paramedic level 1 must be in attendance)
- ▶ Suitable first aid equipment must be provided, as detailed in the Event First Aid Needs Assessment
A site defibrillator is available and held at the Main Security Gate

▶ **Nearest A&E Department:**

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



HEALTH AND SAFETY

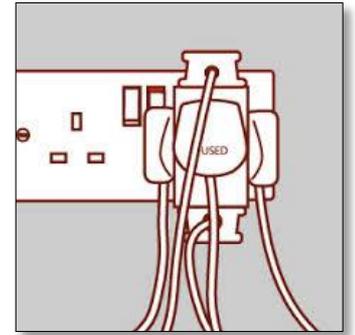
- ▶ Ensuring the health, safety and welfare of all our staff, production clients, crew and contractors is our biggest priority
- ▶ If you have any queries or concerns regarding health and safety, please contact dls.facilities@bbcstudios.com
- ▶ For specific details regarding our health and safety policies, arrangements and risk assessments please consult our dedicated health and safety website: <https://bbcstudios.com/health-safety/>

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.



FACILITY SERVICES AND PROVISIONS

EVENT SECURITY

The Event Company must engage suitable Event Security to ensure the safety of all site users and the security of the site. The Security company must provide suitable risk assessments, specific to the event and site in advance to the FM team.

CLEANING, WASTE AND RECYCLING

All cleaning, waste and recycling services must be provided by the Event Company, including internal bins and external waste paladins, and their collection from site

WELFARE PROVISIONS

Use of site toilets should be agreed in advance. Additional facilities should be brought in by the Events team, based on the number of attendees to meet regulations.

Access to water supply/kitchens must also be agreed in advance

The event areas must be left in the same condition as they are found. Any costs incurred for additional cleaning, waste removal or damage will be charged onto the Event Company.



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 to dispose of.

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



GENERAL BUILDING POLICIES

CONFIDENTIALITY OF PRODUCTIONS

- Do not enter any areas not included in the Event spaces.
Anyone found to be in contravention of this rule may be asked to leave site.
- 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



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.

