



BBC Studioworks

# Rules for Productions: Safe Use, Storage, Transportation and Disposal of Lithium-ion Batteries

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## 1. Introduction

Lithium-ion (Li-ion) rechargeable batteries are now commonplace, used in everyday items within the home as well as workplace. Examples include laptops, mobile phones, watches and portable power packs. The growing reliance on lithium-ion powered studio and broadcast equipment introduces specific fire safety hazards, requiring enhanced controls and careful management. This document therefore details the rules that apply to visiting productions and their suppliers who bring equipment powered by lithium-ion batteries onto Studioworks sites.

For more detailed information on the management of Lithium-ion batteries within Studioworks, please refer to: [bbcstudioworks.com/download/risk-assessment-lithium-ion-batteries/](https://bbcstudioworks.com/download/risk-assessment-lithium-ion-batteries/)

## 2. General Responsibilities

Productions are responsible for ensuring their equipment is safe, compliant and sufficiently managed at all times whilst on site. All productions must therefore provide a specific lithium-ion battery risk assessment to the Resource/Studio Manger that adequately covers the requirements below:

### 2.1 Equipment Selection

- Only equipment, batteries and chargers from reputable, approved manufacturers may be used
- Homemade, modified or non-certified batteries, chargers or power packs are strictly prohibited
- Chargers must be designed to stop charging automatically when batteries reach full charge
- Equipment must show fault or warning indicators when charging

### 2.2 Pre-User Checks

Before use or charging, all batteries and charging equipment must be visually inspected. All users should be briefed not use any battery or charger that shows:

- Cracks, bulging, leaking or discolouration
- Signs of overheating or burning
- Unusual smells, noises, smoke or poor charging performance

Any suspect or damaged battery must be reported immediately and taken out of service

## 2.3 Charging Rules

- Batteries may only be charged in locations approved by the Resource/Studio Manager
- Only manufacturer-approved charging equipment may be used
- Batteries must be correctly seated in chargers; loose or poorly connected batteries must not be left charging
- Batteries must not be charged while connected to a load
- No combustible materials may be stored near charging areas
- Charging areas must be kept cool, dry and well ventilated
- Charging equipment must not obstruct escape routes or fire doors
- The production lithium-ion battery risk assessment must contain suitable control measures for any unattended charging of equipment
- Unattended charging outside approved locations is not permitted

## 2.4 Storage of Batteries

- Batteries not in use should be removed from chargers and stored safely in approved locations
- Long-term stored batteries should be kept at approximately 40–60% charge or per manufacturer guidance
- Stored batteries must be protected from physical damage, moisture and excessive heat
- Clients must not store batteries in studios, corridors or unapproved areas

## 2.5 Fire Safety and Emergency Procedures

- If a battery shows signs of smoking, overheating or fire, raise the alarm immediately and follow site emergency procedures
- Do not attempt to fight a developed lithium-ion battery fire
- Only trained personnel may use fire extinguishers to tackle a lithium-ion fire, and only in the very early stages of an incident
- Always prioritise evacuation and personal safety

## 2.6 Transportation

- Batteries must be transported in suitable protective packaging to prevent short circuits or damage
- Terminals should be insulated where possible
- Batteries should be transported at a reduced state of charge (not exceeding 30%), unless manufacturer guidance states otherwise

## 2.7 Disposal

- Lithium-ion batteries must never be placed in general waste
- Clients are responsible for removing and disposing of their batteries via approved recycling or disposal routes
- Damaged batteries must be isolated, terminals taped and placed in fire-resistant containment before disposal

## 2.8 Personal Equipment

Personal lithium-ion powered equipment brought into the workplace is a known fire risk therefore all users must complete the relevant Studioworks site induction which includes site rules and guidance on lithium-ion battery safety

## 2.9 Electric bikes (e-bikes) and Electric scooters (e-scooters)

- Electric bikes, electric scooters and similar vehicles are not permitted inside Studioworks buildings and must be left externally in designated areas only
- Charging of e-bikes or e-scooters inside buildings is strictly prohibited

(Mobility scooters are only permitted to charge at locations approved by Facilities.)