



BBC Studioworks

# Client Events with Licensable Activities Television Centre

Health and Safety Policy

## 1. Introduction

This policy document sets out the requirements, responsibilities, and procedures governing the use of the BBC Studioworks premises at Television Centre for client events involving licensable activities, with particular reference to the sale, supply, and consumption of alcohol. The purpose of this policy is to ensure that all events hosted within the building are conducted safely, legally, and in a manner that protects the company, its staff, event organisers, guests, and the wider community.

As the premises operator and licence holder, BBC Studioworks has a legal duty to comply with all relevant licensing legislation and regulatory obligations. Clients hiring or using the building for events are therefore required to adhere to the conditions outlined in this document, alongside any applicable licence conditions, statutory requirements, and local authority regulations. These rules apply to all third-party organisers, promoters, contractors, and individuals hosting events where licensable activities take place.

This policy aims to:

- ensure compliance with licensing laws and the terms of the premises licence;
- promote responsible alcohol service and consumption;
- safeguard public safety and prevent public nuisance;
- protect children and vulnerable persons from harm;
- maintain the reputation and operational integrity of BBC Studioworks and its premises

This document should be read in conjunction with all hire agreements, risk assessment requirements, and any event-specific conditions issued by BBC Studioworks.

## 2. Responsibility of the Client (Event Organiser)

Clients retain full responsibility for the planning and delivery of their events; however, permission to hold an event within the building is subject to full compliance with this policy, including ensuring the conduct and safety of all guests, contractors, and suppliers, and complying with all instructions issued by BBC Studioworks Management, Facilities, and Security staff. Failure to meet these requirements may result in additional conditions being imposed, suspension of event permissions, or cancellation of the booking.

## 3. Age Restrictions and Alcohol Consumption

No person under the age of 18 shall be permitted to attend events where alcohol is supplied, sold, or consumed unless prior written approval has been granted by BBC Studioworks. Where such approval is provided, the event organiser must implement and maintain all safeguarding measures, supervision arrangements, and licensing controls required by law and any conditions specified by BBC Studioworks. Events where alcohol is served must operate under a Challenge 25 policy. Security staff must challenge any individual they believe may be under 25 years of age to provide valid photographic identification (Passport, Photocard Driving Licence, or PASS-approved ID card). Alcohol must not be supplied to anyone under 18.

The Client and their suppliers must promote responsible alcohol consumption. Intoxicated persons must not be served alcohol.

#### **4. Event Entry and Security Requirements**

The client is responsible for providing a confirmed guest list, invitation system, or appropriate accreditation process in advance of the event, as agreed with BBC Studioworks. All guests, contractors, and suppliers may be required to present valid identification upon arrival and must comply with any search, screening, or bag-check procedures implemented by BBC Studioworks Security personnel. Entry may be refused to any individual who is unable to provide appropriate identification, appears intoxicated, behaves in a disorderly manner, or is deemed to pose a risk to safety, security, or compliance with licensing conditions.

The BBC Studioworks approved Security provider must be engaged to provide security at all events. The number of security personnel required will be appropriate to the size, nature, and location of the event. Security must be present for the entry process, duration of alcohol service, guest attendance and may check identification, refuse entry, remove intoxicated persons, and enforce safe dispersal at the end of the event.

#### **5. Compliance with Premises Licence**

All events must operate within the conditions of the BBC Studioworks Television Centre Premises Licence, including licensed hours, alcohol consumption within agreed areas, prohibition of illegal substances, and prevention of disorder or public nuisance. The venue may stop alcohol service if licence conditions are breached.

The client is responsible for confirming any restrictions applicable to other licensable activities, including recorded and live music, and for ensuring that the event operates in full compliance with all relevant licensing conditions.

#### **6. Designated Event Areas**

Guests must only access areas designated for the event. Access to technical spaces, offices, and any other areas not agreed as part of the event is strictly prohibited, unless authorised by BBC Studioworks.

#### **7. Respect for Neighbours and Local Community**

To ensure compliance with licensing conditions, all guests are required to leave the premises quietly and respectfully to minimise disturbance to the local area. Excessive noise, shouting, congregation, or loitering outside the venue is prohibited. Smoking or vaping may only take place within the designated smoking area, at the front of the Television Centre building. Smoking or vaping on the 'red route' at the rear of the building is strictly prohibited. Adequate Event Security personnel must be in place to enforce these conditions during entry, throughout the event and dispersal period.

#### **8. Waste Management, Recycling and Cleaning**

The client must liaise with the Facilities Team in advance to arrange waste removal, recycling collection, and post-event cleaning. Additional services may incur an extra charge.

#### **9. Damage**

The client will be liable to pay for any damage caused as a result of the event for both accidental and deliberate.

## **10. Health and Safety Requirements**

Occupancy limits must not be exceeded. Fire exits and escape routes must remain clear. Decorations and installations must comply with fire safety requirements. No naked flames or special effects may be used without approval. Where necessary, the client must provide a suitable risk assessment.

## **11. Insurance and Liability**

The Client must hold appropriate Public Liability Insurance covering the event and ensure all contractors and suppliers are suitably insured.