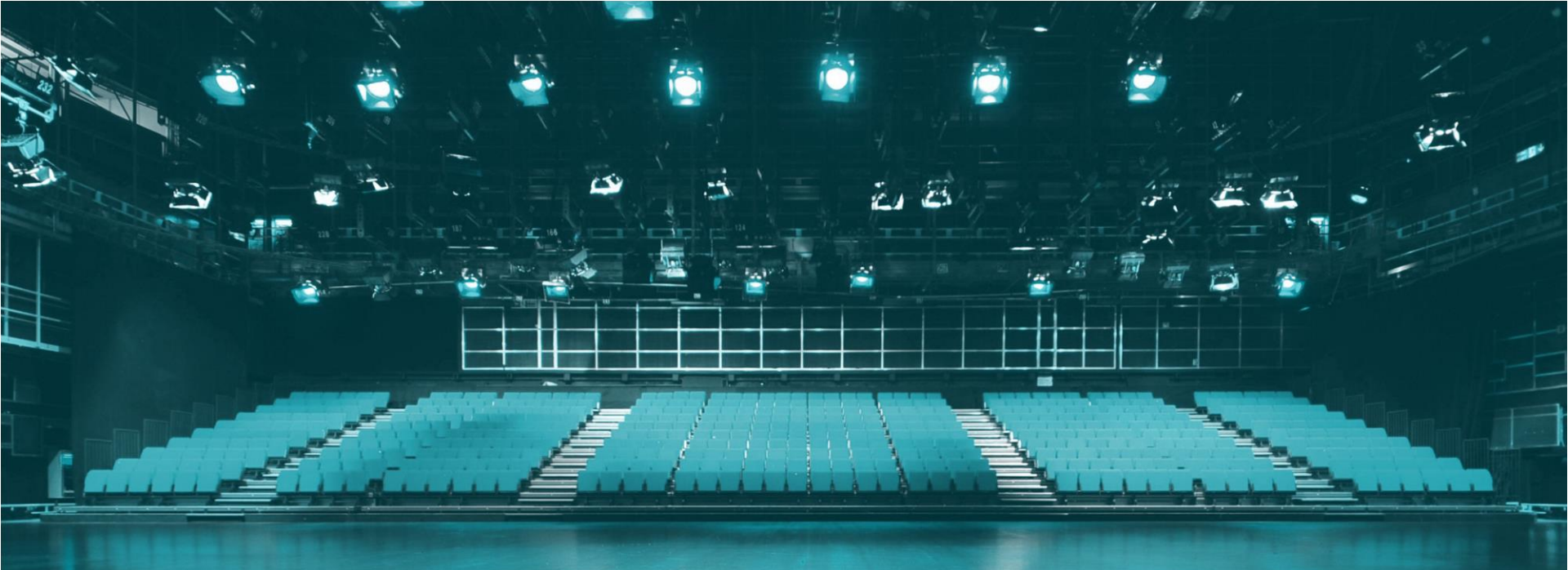




BUILDING INDUCTION

BBC STUDIOWORKS



WORKING HOURS AND USEFUL CONTACTS

TVC RECEPTION

Monday to Friday, 0600-1800

Email:

tvc.reception@bbcstudioworks.com

Telephone: 0203 327 7400 (24 hours)

TVC SECURITY

24 hours a day, seven days a week

Email:

tvc.security@bbcstudioworks.com

Telephone: 0203 327 7443 (24 hours)

TVC FACILITIES

Monday to Friday, 0800-1800

Email:

tvc.facilities@bbcstudioworks.com

Telephone: 0203 327 7444

Television Centre is open 24 hours a day, seven days a week



RECEPTION TEAM

The Front House team are based at main reception.

They are there to help you with any queries you may have.

Their duties include:

- Creating building ID passes and programming access rights
- Welcoming visitors and issuing temporary day passes
- Logging facilities issues
- Providing information about transport, services and facilities in the local area





ACCESS CARDS

- All new starters must have a building induction to make sure they are familiar with the building procedures and policies
- Anyone who requires access to the building for longer than 14 days will need to be issued with a new photo ID pass
- Photo passes will not be issued until a building induction and online security modules has been completed
- Access Cards are processed by Reception
- ID forms must be sent to Reception in advance of any new starters at least one working day beforehand
- Only authorised personnel can request new IDs and changes to access rights (Team Leaders and Senior Management)
- ID photos are taken at Reception, and a Visitor Pass will be issued while full IDs are processed.



VISITOR PASSES

- Day visitors to the building will be issued with a visitor pass
- All visitors must be collected in person from reception by their host
- Day visitors are not required to undergo a building induction but therefore must be always accompanied whilst in the building
- When your guest arrives, reception will phone the host's number to let you know your guest has arrived. Please advise reception in advance where possible for any visitors you are expecting so they can be added to the daily access list
- No visitors will be admitted to the building unless collected and escorted by an authorised person
- Please announce all visitors and planned tours (along with a contact number for the hosting staff) to our Reception and Security teams on the front desk ahead of time. This will allow ample time for visitor passes to be prepared in advance
- All visitors must have a form of ID. Without this they may not be issued a visitors pass.
- All lost passes must be reported to Reception as soon as possible so they can be cancelled and reissued



SECURITY

Security is of paramount importance at Studioworks. Our Security measures include:

- 24/7 manned guarding with regular patrolling duties
- CCTV
- Close liaison with the Television Centre Estate Security
- Dedicated event Security for Productions and Studio Audiences
- You must have your building ID ready to show Security upon entering the building.
- Whilst in the building, you must wear the ID card at all times and be able to produce it on request. If anyone is found in the building without ID, they will be escorted to reception to verify their identity.
- 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, unattended items or fire doors left open immediately to security.





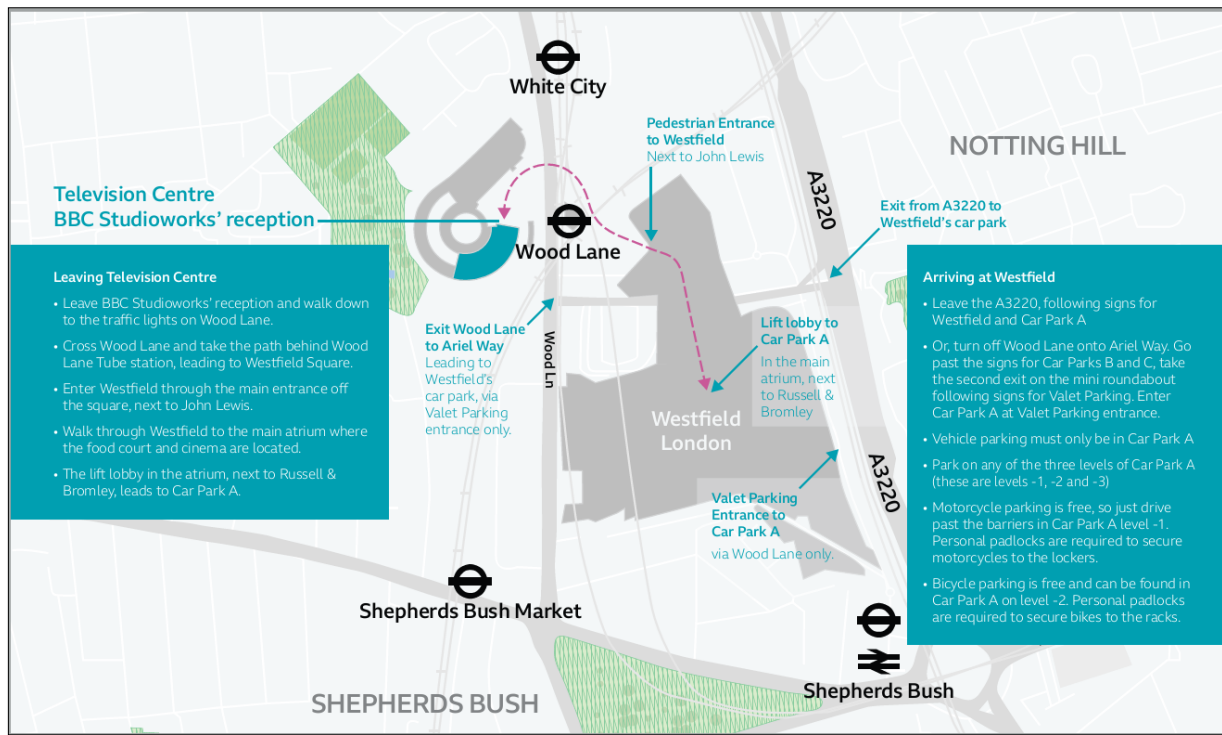
ESTATE ACCESS

- Parking is available at Westfield shopping Centre and is a 10-minute walk to the building.
- Studioworks employees should validate parking at reception upon arrival. Westfield parking rates are shown in the table below:

Duration	Monday - Friday	Weekends & Bank Holidays
0-1 Hour	£3.00	£3.50
1-2 Hours	£6.00	£6.50
2-4 Hours	£8.50	£9.50
4-6 Hours	£9.50	£11.50
6-8 Hours	£9.50	£12.00

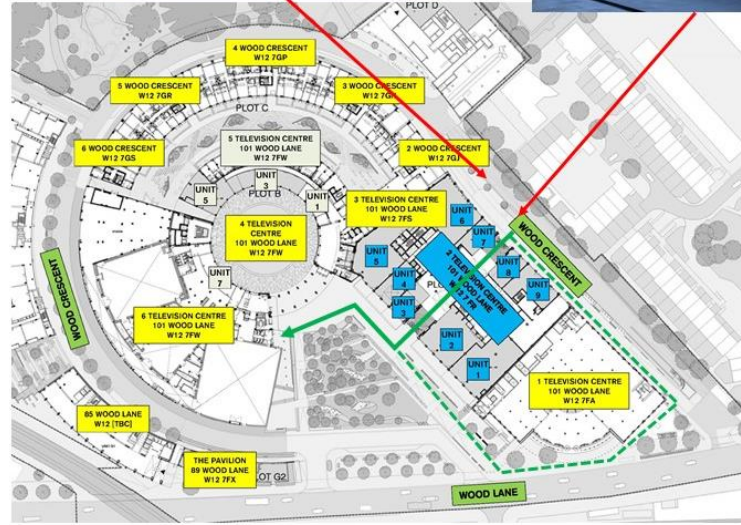
- The Welcome Lane at the front of the site can be used as a drop off point for taxis and short stops of up to 15 mins. Any longer and you will be issued with a PCN.
- There is bicycle parking on the ring road to the rear of 2 Television Centre and secure parking underground. Further parking is available outside Westfield shopping centre.

WESTFIELD PARKING ACCESS



BICYCLE PARKING – ABOVE GROUND

Television Centre Estate Public Bicycle Parking



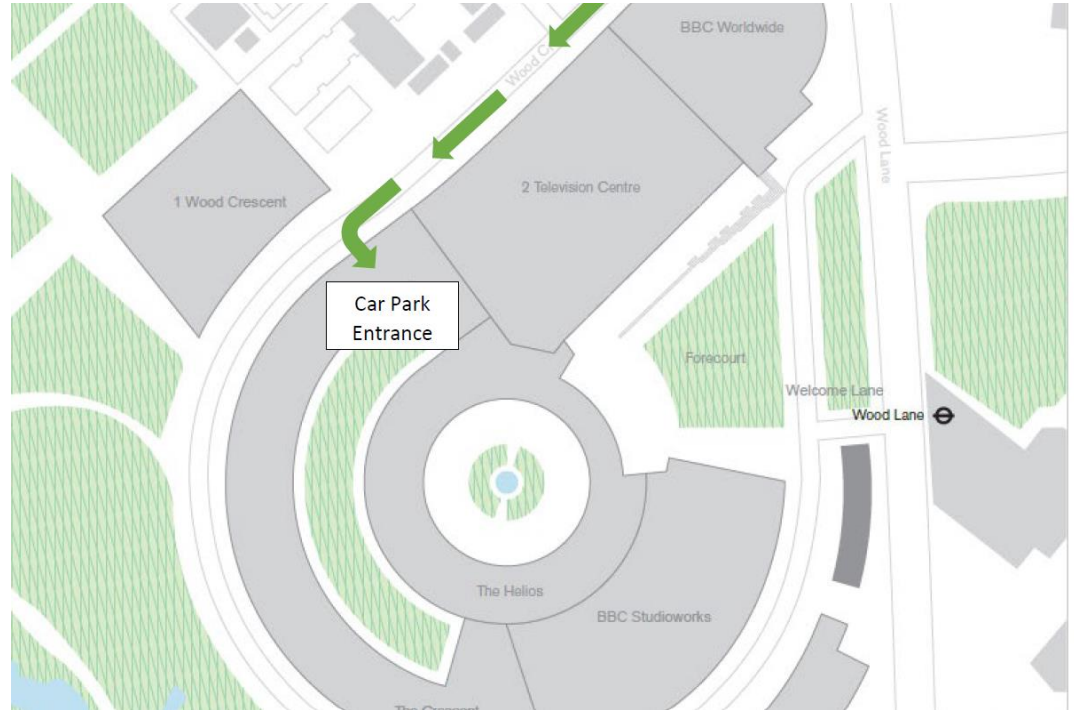
— Daytime hours access*

- - - Out of hours access

* Route marked is pedestrian only. Bicycles must not be ridden or walked through the 2 TVC building.

BICYCLE PARKING – UNDERGROUND

- Cycle access is via North gate (see map below and attached)
- Cycle access is through the car park gates only (Programmed access card is required)





LOGISTICS

- All deliveries to site are managed through the BBC Studioworks Logistics team, based within the Storage Wedge.
- Core Hours of Goods In operation: Monday to Friday 0700-1700
- (Other hours may be covered around studio operations)
- Email: tvc.logistics@bbcstudioworks.com
- Tel: 0203 327 7470 (For out of hours logistics, please call Security)





VEHICLE DELIVERY DRIVERS/COURIERS

- All deliveries must go via the Storage Wedge under the management of the Logistics Team. Reception will not accept deliveries for security reasons
- All large/specialist deliveries should be booked in with a minimum of 48 hours+' notice
- Please provide Registration, type of vehicle, the date and approximate time of delivery
- Courier deliveries will be accepted without advance booking
- **All** deliveries must be in the name of a registered building user
- The Logistics team will inform building users their delivery has arrived, and it must be collected from the Storage Wedge within a reasonable timeframe.



OUT OF HOURS DRIVERS/COURIERS

- Goods In is open Mon-Fri 0700-1700.
- Out of these hours' couriers can go to main reception, but they must phone the person to receive the package, and it must be collected in person from Reception
- If no one is available to collect the delivery will be refused.
- The security team have the right to refuse a delivery if it seems suspicious.





FIRE SAFETY

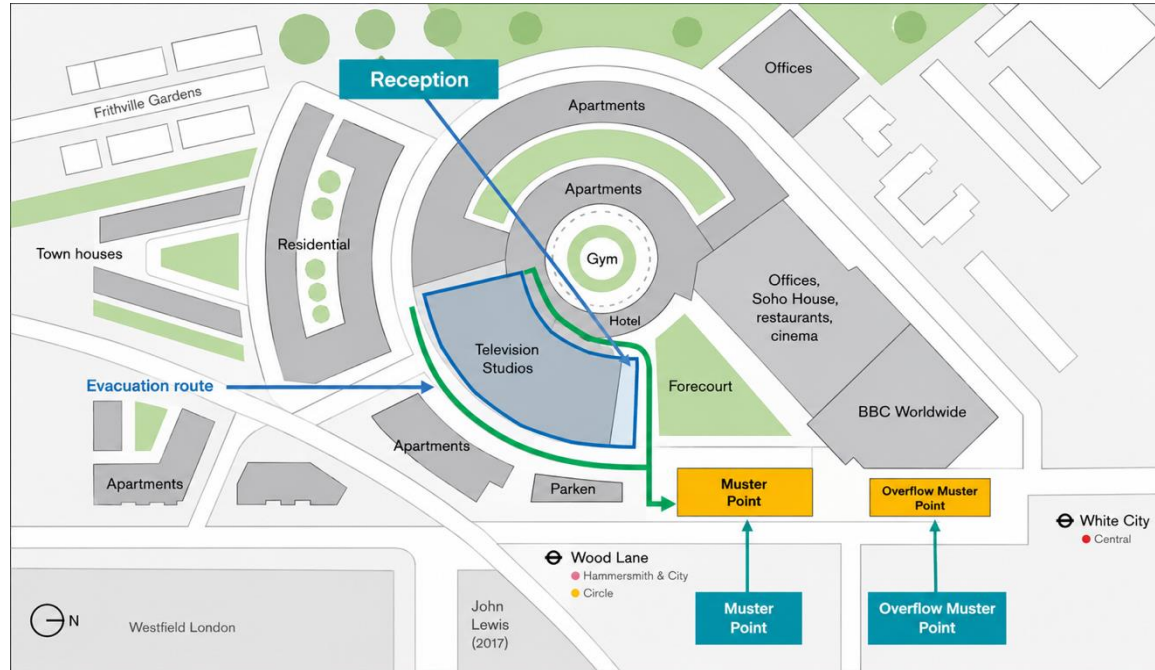
Weekly fire alarm tests: FRIDAYS, 1400

If you hear the fire alarm outside of these times please evacuate the premises immediately in a calm manner, and head directly to the designated Muster point.

If you discover a fire:

- Immediately operate the nearest alarm call point and notify security of the incident if possible.
- Leave the building by the **nearest** fire exit
- Provide details of the fire's location and severity to the BBC Studioworks Fire Coordinator or Fire Warden at the Muster point so the emergency services can be informed. All Building Fire Wardens will wear a pink High Vis jacket.
- Do not attempt to re-enter the building until you have been advised by a BBC Studioworks Fire Warden that it is safe to do so.

FIRE MUSTER POINT LOCATION





FIRST AID BOX LOCATIONS

All accidents and near-miss incidents, regardless of severity, must be reported immediately to your line manager and BBC Studioworks and recorded accordingly.

- Security **MUST** be informed if any emergency services are called.
- Studioworks security officers are first aid trained.
- In the event a first aider is required please call Reception or Security on (0203 327 7440/7443)
- Multiple First Aid and eye wash kits are located throughout the building.
- Defibrillators are located at main reception, storage wedge and in the 2nd floor open plan office kitchen space.
- **Nearest A&E department: Charing Cross Hospital, Fulham Palace Road, London W6 8RF**





FIRST AID EQUIPMENT LOCATIONS

	First Aid Boxes	Plaster Box	Eyewash Station	Fire Blankets	Defib
3rd Floor	3F Boiler Room (3.01)		Boiler Room (3.01)		
2nd Floor	2F Switch Room 2 (2.27) 2F Office (2.38) 2F Kitchenette (2.34)	Kitchenette (2.34)	Plant Room (2.27)		Kitchenette (2.34)
1st Floor	1F TC3 Prod Office (1.16) 1F TC3 Prod Gallery (1.14) 1F Central Apps Room (1.27) 1F TC2 Prod Gallery (1.23) 1F TC2 Prod Office (1.38) 1F TC1 Prod Office (1.34) 1F TC1 Prod Gallery (1.32)	TC3 Prod Office (1.16)	Central Apps Room (1.27)		
UG	UG Workshop (UG125) UG Logistics (UG123) UG Prep Kitchen 1 (UG121) UG Prep Kitchen 2 (UG122) UG Wedge Kitchen (UG.126) UG Runners Kitchen (UG 25) Feast (Kitchen - UG.22) UG TC3 01 (UG.03) UG TC3 02 (UG.03) UG TC3 Make Up (UG18) UG TC2 01(UG 02 - Wall 1) UG TC1 01 (UG03 Wall 1) UG TC1 02 (UG03 Wall 2) UG TC1 QD Scenery Runway UG Reception (UG.27)	TC1 - Studio (UG01 Wall 1) TC1 - Studio (UG01 Wall 4) TC1 - QD/Scenery Runway TC2 - Studio (UG02 Wall 1) TC3 - Studio (UG03 Wall 1) TC3 - Studio (UG03 Wall 3) Outside Logistics Office (UG123) Wedge Kitchenette (UG.126) Runners Kitchen (UG 25) Runners Kitchen (UG 25)	Reception (UG.27) Logistics (UG123) Maintenance Workshop (UG125)	Runners Kitchen (UG 25) TC3 (UG03 - Wall 3) Wedge Kitchenette (UG.126) Prep Kitchen 1 (SB) (UG121)	Reception (UG.27) MSS Room - Wedge UG128)



FIRST AID EQUIPMENT LOCATIONS

	First Aid Boxes	Plaster Box	Eyewash Station	Fire Blankets	Defib
LG	LG Stair 4 (LG.89)	Stair 4 (LG.89)	Stair 4 (LG.89)		
	LG TC2 Corridor (LG.84)	Edit Lounge (LG.135)	Edit Kitchen (Outside LG.220)		
	LG Green Room E (LG.51)	Edit Kitchen (Outside LG.220)	Water Meter Room (Outside LG.66)		
	LG Edit Lounge (LG.135)	Refuge Lobby (LG.125)	K Wedge (LG.64)		
	LG Edit Kitchen (Outside LG.220)	Green Room A (LG.34)			
		Corridor to Group Room (Outside LG.98)			
	LG Water Meter Room (Outside LG.66)	Green Room C (LG.114)			
	LG K Wedge (LG.64)				
	LG J Wedge (Outside LG.40)				
	LG Refuge Lobby (LG.125)				
	LG Green Room A (LG.34)				
	LG Corridor to Group Room (Outside LG.98)				
	LG Green Room C (LG.114)				



GENERAL BUILDING POLICIES

Good Housekeeping & Safety

Please help to always keep work areas and circulation spaces clear of obstructions and maintain a good standard of housekeeping:

- Do not place waste/items in corridors and block fire routes or fire exits
- 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
- Do not prop doors open with fire extinguishers
- Please report any obstructions/unsafe practices or installations to the FM team as soon as possible

No Smoking

- Smoking of cigarettes or electronic vaping devices is not permitted anywhere inside the building . It is permitted on the external site Forecourt area within the Japanese gardens and where there are bins with ashtrays are located.
- A fine of **£150** may be enforced for anyone found to be in contravention of this policy.



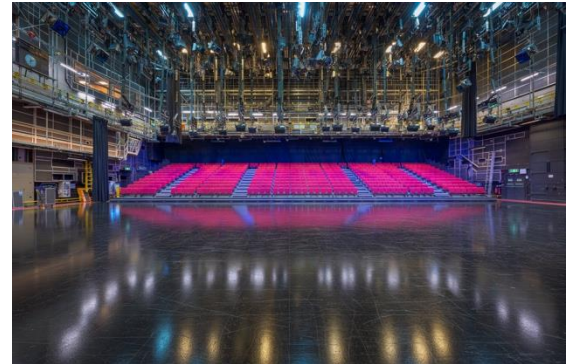
GENERAL BUILDING POLICIES

Confidentially of Studio Shows

- Please respect the privacy of on-screen talent working in the building
- 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 the building

Filming Permits

- In order to film anywhere in the building, outside of the Studio boxes, you must apply for a filming permit from the Facilities Team.
- To film on the external Television Centre site an application must be submitted to Stanhope. For more information, please email permittowork@bbcstudioworks.com





GENERAL BUILDING POLICIES

Self-service Kitchenettes

- Please keep the kitchenettes clean and tidy
- Do not leave dirty mugs and plates on your desk
- Put used mugs, crockery, glasses and cutlery in the dishwashers provided or wash them up.
- Clean any spillages you may make immediately or inform the cleaning team.
- Communal fridges will be emptied of food every Friday evening

Waste and Recycling

- We provide regular services for the following waste streams:
- Confidential waste
- Dry mixed recycling, cans, cardboard, glass, Food, Coffee
- Batteries
- General Waste
- Please make sure you use the relevant bin and don't contaminate other recycling
- If you have other specific waste removal requirements such as WEEE or furniture, please contact the FM team





GENERAL BUILDING POLICIES

- If you have any questions, now or at any point during the time you are working on site, please 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.
- [Acceptance form](#)
- You will not be issued with an ID pass until you have accepted the terms and conditions of this induction document.