

DIGBETH LOC. STUDIOS

BBC Studioworks

Digbeth Loc. Studios Logistics Management Plan

Health & Safety Arrangements

DIGBETH LOC STUDIOS – LOGISTICS MANAGEMENT PLAN



- 1. INTRODUCTION 2
- 2. SCOPE 2
- 3. DESIGNATED ZONES..... 2
- 4. SITE ACCESS AND TRAFFIC MANAGEMENT..... 2
- 5. PEDESTRIANS 3
- 6. PERSONAL VEHICLES 4
- 7. ELECTRIC VEHICLES 4
- 8. COURIER AND SMALL DELIVERY VEHICLES 4
- 9. WASTE COLLECTION..... 4
- 10. SKIPS 4
- 11. NON-ROAD-LEGAL VEHICLES..... 5
- 12. LOADING AND UNLOADING..... 5
- 13. EMERGENCY VEHICLE ACCESS 5
- 14. INCIDENT REPORTING..... 5
- 15. APPENDIX 1 – ZONED SITE PLAN..... 6

DIGBETH LOC STUDIOS – LOGISTICS MANAGEMENT PLAN

1. Introduction

This Logistics Management Plan sets out the procedures for managing all vehicle movements associated with studio and site operations. The objective is to ensure the safe, efficient and controlled movement of personnel, equipment, deliveries and services whilst minimising disruption to site activities and maintaining a safe working environment.

2. Scope

This plan applies to BBC Studioworks staff, production staff, crew, visitors, contractors and suppliers. Vehicle types include personal cars, motorcycles, bicycles, golf buggies, electric scooters, crew minibuses, production vehicles, unit trucks, equipment trucks, generator vehicles, catering trucks, waste collection vehicles, courier and parcel deliveries, fuel deliveries, crane vehicles, MEWPs, forklifts, telehandlers and any other vehicles brought onto site.

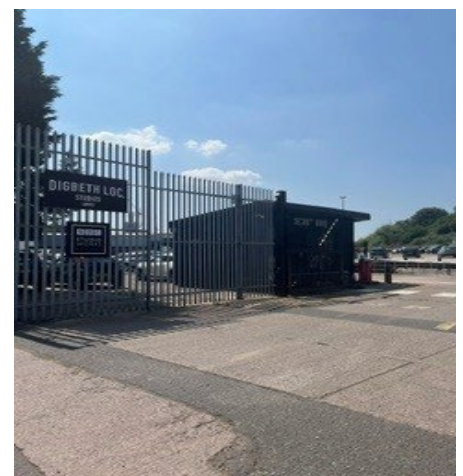
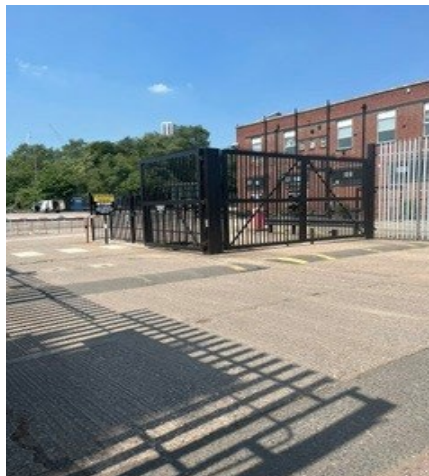
3. Designated Zones

The external areas of the site are divided into designated zones for specific activities, including vehicle parking, loading bays, roadways, pedestrian walkways and multi-use areas for temporary facilities such as catering vehicles, honey wagons and temporary structures (e.g. marquees, portacabins). These designated zones may be reconfigured or reallocated by the Facilities Management team to meet operational requirements, provided that any changes are appropriately managed and do not compromise the safety of site users or the effectiveness of the site's traffic and pedestrian management arrangements.

[Please see Appendix 1 for Zoned Site Plan](#)

4. Site Access and Traffic Management

All vehicles must enter and leave the site via the designated main security gate, stop, and report to Security upon arrival. Once authorised to enter site drivers must proceed as directed, to the designated area on site. Vehicles must be pre-booked where applicable and display any appropriate permits. Security will maintain vehicle arrival records, visitor logs, contractor records and delivery schedules.



DIGBETH LOC STUDIOS – LOGISTICS MANAGEMENT PLAN

Drivers must remain vigilant at all times, particularly when approaching designated pedestrian walkways and crossing points, and give priority to pedestrians at all times.

All vehicles must follow the site's designated one-way traffic system and adhere to the maximum speed limit of **10 mph**.



White arrows show the one way system throughout the car park. 10mph restriction

The reversing of large vehicles must be avoided wherever possible. When absolutely necessary, the following rules must be observed:

- Plan reversing manoeuvres before moving the vehicle and ensure the reversing area is clear of pedestrians, vehicles and any obstructions
- Use a trained traffic marshal and ensure no unauthorised persons are in the reversing area
- Maintain constant communication between the driver and traffic marshal using agreed hand signals or radios
- Drivers must stop immediately if they lose site of the traffic marshal
- Use reversing alarms, hazard warning lights, cameras and mirrors
- Stop reversing immediately if the manoeuvre cannot be completed safely

5. Pedestrians

Pedestrians must adhere to the site safe walkways, be aware of traffic at crossing points and follow the instructions of traffic marshals or the logistics team where necessary.

Vehicles, temporary structures, skips and any other large items such as set, props or scenery must not be positioned in a way that restricts visibility from designated pedestrian walkways at crossing points. Where this is unavoidable, suitable control measures (e.g. traffic marshals, warning signs and safety mirrors) must be implemented to maintain pedestrian safety. Any such obstruction must first be approved by the Facilities Team.

6. Personal Vehicles

Personal vehicles shall park only in designated parking areas, must not enter operational loading zones, obstruct emergency routes or park on the roadways. Parking permits must be displayed where required. Parking on site is entirely at the vehicle owner's or driver's own risk. BBC Studioworks accepts no responsibility or liability for any loss of, or damage to, vehicles or their contents while on site.

7. Electric Vehicles

Electric vehicles (EVs) may only be charged using the three designated EV charging points located within the approved charging bays on site.

The charging locations for all other battery-powered, such as plant, including golf buggies, Mobile Elevating Work Platforms (MEWPs), forklifts, pallet trucks and similar equipment, must be agreed and approved in advance by the Facilities team. Charging must only take place in designated areas that are suitable for the equipment and do not compromise site operations or emergency access.

Charging leads and cables must be routed and protected to prevent trip hazards, damage from vehicle movements, and any obstruction of pedestrian routes, fire escape routes or emergency access points. Where cables cross pedestrian routes, suitable cable protection or alternative routing must be provided. Operators are responsible for ensuring that charging is completed safely and that equipment is disconnected and stored correctly once charging has finished.

For further information regarding fire safety and the rules for charging of electrical vehicles on site please see [Risk Assessment Lithium-ion Batteries - BBC Studioworks](#)

8. Courier and Small Delivery Vehicles

All delivery vehicles must report to Security at main gate. Smaller parcels and packages will either be offloaded, logged and kept at main gate or the delivery vehicle directed straight to the relevant building.

9. Waste Collection

The site's waste management contractor is appointed and managed by the Facilities Management team and attends site at scheduled intervals to service the designated waste compounds located at Stage 4 (S4) and the Production Office Building.

Any additional waste collections arranged independently by productions, tenants or contractors must be approved in advance by the Facilities Management team. This approval process ensures that waste is stored and collected from suitable designated locations, that collection vehicles can access the site safely, and that waste operations do not obstruct traffic routes, pedestrian walkways, emergency access or other site activities. Waste must not be left in unauthorised locations or in a manner that creates a safety, fire or environmental hazard.

10. Skips

Skips may be brought onto site, but their location must be approved in advance by the Facilities Team to ensure they do not create a safety hazard. To comply with insurance requirements, all skips must be positioned at least 5 metres from any building and, where practicable, be fitted with lockable lids.

11. Non-Road-Legal Vehicles

All non-road-legal vehicles, including golf buggies, Mobile Elevating Work Platforms (MEWPs), forklifts, telehandlers and similar plant, must comply with the site's traffic management rules.

As these vehicles may be required to operate outside designated roadways and within pedestrian or work areas, operators must exercise additional caution at all times. Routes should be planned to minimise interaction with pedestrians wherever reasonably practicable, and vehicle movements must only take place where it is safe to do so.

Before any vehicle movement or work activity commences, the operating and parking area must be checked to ensure it is clear of pedestrians and other obstructions. Where hazardous activities are being undertaken, such as lifting operations, the transportation of suspended or oversized loads, reversing manoeuvres, or MEWP operations, suitable exclusion zones must be established, clearly demarcated and maintained for the duration of the activity. Access to these exclusion zones must be controlled to prevent unauthorised entry.

All operators must be suitably trained and authorised to use the equipment, comply with manufacturer operating instructions, and ensure vehicles are inspected before use. Where visibility is restricted or vehicle movements present an increased risk, a trained banksman or marshal must be used to direct operations safely.

Vehicles must not be left unattended with engines running and should be parked only in designated areas when not in use, ensuring they do not obstruct emergency routes, pedestrian walkways or access points.

12. Loading and Unloading

All vehicles must only load and unload in designated loading areas, with engines switched off throughout the activity. The loading and unloading of large, heavy or hazardous items must be carried out in accordance with a suitable task-specific risk assessment and safe system of work. Where required, appropriate lifting equipment and manned exclusion zones must be used to protect personnel and maintain a safe working environment. Emergency exits, escape routes and access points must remain clear and unobstructed at all times.

13. Emergency Vehicle Access

All emergency vehicles will enter site at the main Security Gate. Emergency access routes must remain unobstructed at all times to allow clear access to the buildings on site.

14. Incident Reporting

All collisions, near misses, injuries, spills, property damage and traffic obstructions must be reported immediately to Facilities Management.

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15. Appendix 1 – Zoned Site Plan

Parking	Muster point	Marquees	Roads
Loading Bay	Honey wagons	Pedestrian walkway	One way
Catering			

