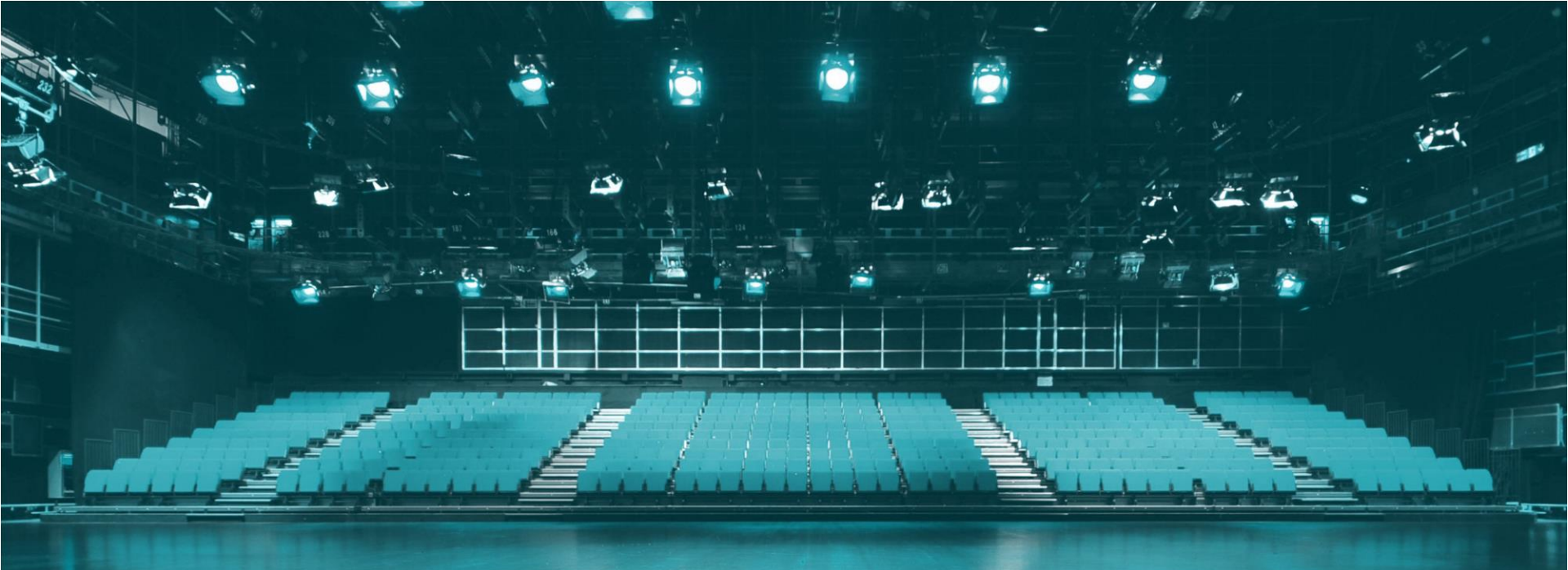




BUILDING INDUCTION CONTRACTORS BBC STUDIOWORKS



WELCOME TO 6 TELEVISION CENTRE

The Television Centre studios facility is operated by BBC Studioworks Ltd, a commercial subsidiary of the BBC.

- The building MEP services and systems are supported by Atlas Maintenance Services.
- Any 3rd party suppliers contracted via Atlas will be under the supervision of the on-site engineers and must report to them upon arrival.

All contractors must complete this induction before commencing work. You must have completed the contractors site induction within the last 12 months. If your last induction exceeds this timescale, you are required to redo it.





OPENING HOURS AND USEFUL CONTACTS

TVC RECEPTION	TVC SECURITY	TVC FACILITIES
Monday to Friday, 0600-1800	24 hours a day, seven days a week	Monday to Friday, 0800-1800
Email: tvc.reception@bbcstudioworks.com	Email: tvc.security@bbcstudioworks.com	Email: tvc.facilities@bbcstudioworks.com
Telephone: 0203 327 7400 (24 hours)	Telephone: 0203 327 7443 (24 hours)	Telephone: 0203 327 7444

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

**Standard operating hours of (0800-1800 Monday- Friday, 0800-1300 on a Saturday)
apply for all noisy works.**

If there is a requirement to work outside of these times which hasn't been agreed in advance, please direct your request to the FM team with adequate notice.



THE IMPORTANCE OF SITE INDUCTIONS

Evidence shows that accidents are most likely to happen during your first two weeks on site.

- 1.9 million working people suffering from a work-related illness
- 2,218 mesothelioma deaths due to past asbestos exposures (2023)
- 124 workers killed at work (Apr 2024- Mar 2025)
- 604,000 injuries occurred at work according to the Labour Force Survey (2024)
- 59,219 injuries to employees reported under RIDDOR (2025-26)
- 40.1 million working days lost due to work-related illness and workplace injury. 35.7 million days from ill health (Stress, depression, anxiety and musculoskeletal disorders, and 4.1million days from injuries.
- £22.9 billion estimated cost of injuries and ill health from current working conditions (2023/24)



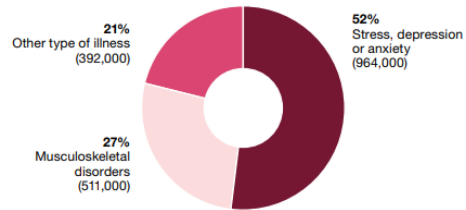
CONTRACTORS SITE ID

- Once you have completed your building induction you will be issued with a visitor day pass.
- This must be signed out at the start of every working day and returned at the end of your shift.
- If you require access to restricted areas, you may be escorted and/or require an additional induction.
- All lost passes must be reported to Reception as soon as possible so they can be cancelled and reissued.

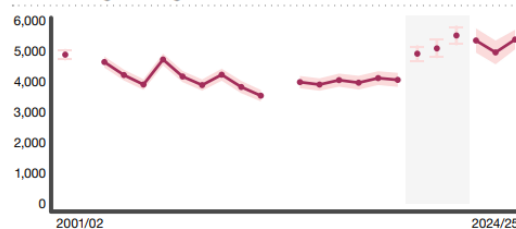
WORK RELATED INJURIES

- The Labour Force Survey is HSE's preferred data source for non-fatal injuries. Data for the 24/25 year shows the most common accident kinds.

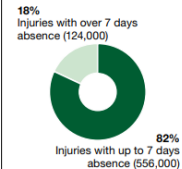
New and long-standing cases of work-related ill health by type, 2024/25



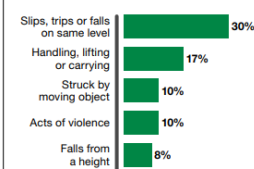
Rate of work-related ill health per 100,000 workers: new and long-standing



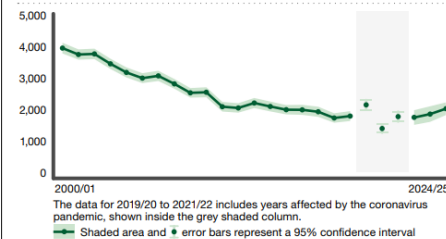
Estimated self-reported workplace non-fatal injuries to workers, 2024/25



Employee work-related non-fatal injuries reported by employers by most common accident kinds, 2024/25



Estimated rate of self-reported workplace non-fatal injuries per 100,000 workers





TRADE SKILLS AND QUALIFICATIONS

Prior to starting work on site, we will need to establish that you have the appropriate trade qualifications and competencies to commence work, and or make use of BBCSW MEWPS, or plant.

Ensure you bring these with you as we may ask to take a copy for our records.





FIRE EVACUATION

Weekly Fire Alarm Test – 1400 every Friday

- If you hear the fire alarm outside of this test follow the Fire action procedure shown here.
- All fire exits are clearly signposted so please take the time to familiarise yourself with the nearest emergency exit routes out of the building especially in the area(s) you are working.
- Do not attempt to re-enter the building until you have been advised by the BBC Studioworks Fire Coordinator that it is safe to do so.





FIRST AID

All accidents and near-miss incidents, regardless of severity, must be reported immediately to your supervisor and BBC Studioworks Facilities Office or Security.

Security MUST be informed if any emergency services are called.

BBC Studioworks has a number of first aiders working on site. In the event a first aider is required please call Reception or Security.

First aid and eye wash kits are located throughout the building and a defibrillators are held at main reception, wedge, and 2nd floor kitchenette.

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)	Kitchenette (2.34)	Plant Room (2.27)		Kitchenette (2.34)
	2F Office (2.38)				
	2F Kitchenette (2.34)				
1st Floor	1F TC3 Prod Office (1.16)	TC3 Prod Office (1.16)	Central Apps Room (1.27)		
	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)				
UG	UG Workshop (UG125)	TC1 - Studio (UG01 Wall 1)	Reception (UG.27)	Runners Kitchen (UG 25)	Reception (UG.27)
	UG Logistics (UG123)	TC1 - Studio (UG01 Wall 4)	Logistics (UG123)	TC3 (UG03 - Wall 3)	MSS Room - Wedge (UG128)
	UG Prep Kitchen 1 (UG121)	TC1 - QD/Scenery Runway	Maintenance Workshop (UG125)	Wedge Kitchenette (UG.126)	
	UG Prep Kitchen 2 (UG122)	TC2 - Studio (UG02 Wall 1)		Prep Kitchen 1 (SB) (UG121)	
	UG Wedge Kitchen (UG.126)	TC3 - Studio (UG03 Wall 1)			
	UG Runners Kitchen (UG 25)	TC3 - Studio (UG03 Wall 3)			
	Feast (Kitchen - UG.22)	Outside Logistics Office (UG123)			
	UG TC3 01 (UG.03)	Wedge Kitchenette (UG.126)			
	UG TC3 02 (UG.03)	Runners Kitchen (UG 25)			
	UG TC3 Make Up (UG18)	Runners Kitchen (UG 25)			
	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)				



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)				



PERMIT TO WORK

- We operate a permit to work system at 6 Television Centre. No works may commence without a valid permit in place.
- Permits are issued for specific areas/times. Any extensions to a permit must be approved by the Facilities department.
- Permits are approved based on RAMS submitted. Operatives must ensure they are familiar with their RAMS and work within their conditions. Any breaches of Health and Safety will be taken very seriously and may result in the removal of operatives from site.



PERMIT TO WORK

- If you see or witness anything unsafe, please report it immediately to your supervisor. Supervisors must report any issues to the BBC Studioworks Facilities Office or Security (out of hours).
- Television Centre is a busy and complex site, making live/pre-recorded television to demanding deadlines. Even though a permit may have been approved, all access times/location of works, in particular noisy works or works that affect the provision of mechanical or electrical services, must be agreed in advance with the Facilities Office and confirmed on a daily basis.



PERMIT TO WORK

NOTABLE HAZARDS in this building include:

- Work in confined spaces
- Working at height
- Working on the Studio Grids
- Work on high or low voltage electrical systems
- Work on roofs
- Work with asbestos
- When relevant any of the above must be identified on your permit request form and submitted risk assessments include suitable control measures.
- If your work may activate the fire alarm system due to dust, smoke or heat please check with the Facilities Office before starting.





SAFE SYSTEMS TO WORK

- Due to the age and nature of our building, there are some areas that contain asbestos containing materials (ACM's).
- The [Asbestos Register](#) must be consulted before carrying out any destructive works that alter the building fabric such as drilling. This is available from the Facilities Office.
- If you are in any doubt, please discuss your works with the Facilities Office.
- In the unlikely event Asbestos is identified during works it must be immediately reported to the supervisor in charge and BBC Studioworks Facilities.



PLANT EQUIPMENT

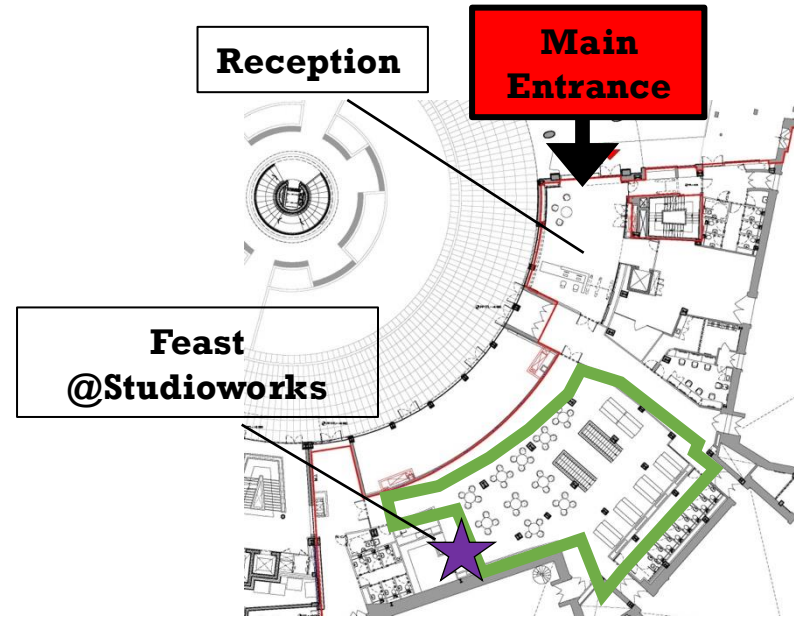
- All plant/equipment/PPE must be provided by the contractor unless agreed in advance in writing by the Facilities Permit Office.
- All operatives must be suitably trained and qualified to use the plant/equipment
- All plant/equipment must be fit for purpose, suitably tested, certificated (where appropriate) and visually checked by the operator before use
- All equipment must be kept within your safe working zones and stored safely in an agreed location
- Trailing leads must be avoided if possible and essential covered in high visibility tape

BBC Studioworks assume no responsibility for the storage of materials/tools on site. Tools/materials should be stored in work area compounds. These are to be agreed and assigned (if necessary) in advance. ANY tools/materials left unattended are done so at the owner's risk.



WELFARE EQUIPMENT

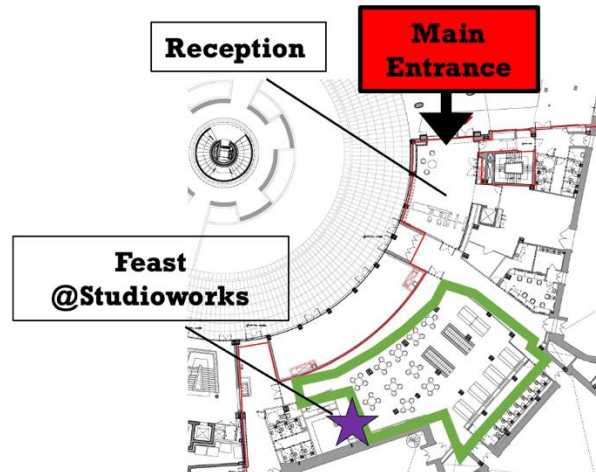
- FEAST at Studioworks open to all and based in the Red Assembly Break out area on the UG floor. It serves hot and cold drinks and food and is generally open **Monday to Friday 7am to 4.00pm.**
- Drinking water is available on every floor of the building via water fountains.
- Toilets are available on every floor. Changing facilities and showers are on the Lower Ground floor main toilets beneath the double staircase from Red Assembly.





ACCESS TO SITE

- All vehicle deliveries to the building are to the Storage Wedge via the entrance shown below off Wood Lane.





PARKING

- There is no parking on site. Dropping off of equipment/materials can be facilitated at the Storage Wedge, but this must be booked in in advance as part of your Permit application process.
- Pay for parking is available at Westfield Shopping Centre across the road however there are height restrictions (2.1 metres) so is only suitable for cars and small vans.
- On street metered in parking is available at various streets around Television Centre. For more information see: <https://www.lbhf.gov.uk/parking/pay-and-display/parking-zone-times-and-charges>

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



LOGISTICS

- All deliveries to site are managed through the BBC Studioworks Logistics team, based at 'Goods In' within the Storage Wedge.
- Core Hours of Goods In operation are – Monday to Friday 7:00 to 17:00
- (Other hours may be covered around studio operations and by Security)
- Email: tvc.logistics@bbcstudiosworks.com
- Tel: 0203 327 7470 (For out of hours Logistics please call Security)





GENERAL BUILDING POLICIES

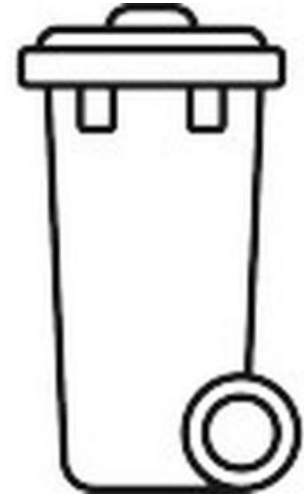
- Please help keep the building clean and tidy
- Please keep your work area tidy- it is part of your job!
- Respect our facilities. This is an operational place of work NOT a building site.
- If you are working in areas with heavy excessive dust, please wear shoe protectors when entering common areas to avoid walking dust around the building.





GENERAL BUILDING POLICIES

- Each contractor is responsible for the safe storage, and removal of build waste.
- Please liaise with the Logistics department to organise getting vehicles onto site for the collection of waste.





GENERAL BUILDING POLICIES

No Smoking

- Smoking or vaping is not allowed anywhere inside the building.
- Smoking and vaping is permitted in the external site Forecourt area
- Illegal drugs and illicit substances are strictly prohibited on site.
Anyone found in possession will be immediately removed from site.
- Television Centre is a licenced site. Alcohol is provided at production's request only.





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

Social Media

Given the confidential nature of the recording activity which takes place on the Television Centre site, contractors must **not:**

- Share images or information regarding the activities occurring on-site on social media
- Post derogatory or offensive comments on the Internet



Please let us know if you have questions - now or at any point during the time you are working on site.





COMPLETION AND CONFIRMATION

- To complete the Television Centre induction, we require that you answer a few questions, please complete your induction via the link below:
- [Acceptance form](#)
- By signing this you are agreeing that you have read and understood the building protocols and that you understand what to do in case of an emergency.
- If you have any issues, then please email TVC Facilities tvf.facilities@bbcstudios.com
- **Anyone found in breach of site rules and/or working outside of submitted RAMS/permit conditions may be removed from the building.**