



BBC Studioworks – Kelvin Hall

Loading & Unloading of Set & Scenery

Health & safety Arrangements

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1 Introduction

The movement, unloading and loading of set and scenery is managed by BBC Studioworks. For the purposes of this document, the access road to the loading bay is called Old Dumbarton Road.

The loading bay is used by different Kelvin Hall residents including:

BBC Studioworks staff and contractors, guests, and public etc.
Kelvin Hall User Group

The loading bay is used by BBC Studioworks primarily for the unloading and loading of set and scenery into the studio.

Production goods and materials are delivered to BBC Studioworks by a set design/ construction contractor which the visiting production have booked and contracted.

2 Management Arrangements

2.1 Arrivals

All arrivals at BBC Studioworks are met at the welcome lane and directed to the appropriate route and location on site. BBC Studioworks Team determine if the set and scenery is to be stored or driven straight to the studio.

Vehicles delivering programme related materials to active studios are given instructions by the Team and are responsible for the safe supervision of arrivals to Studios.

2.2 Departures

Departures are directed to exit the site using the appropriate exit.

2.3 Loading

Vehicles loading programme-related materials for transit to BBC Studioworks studios are under the supervision of the Team.

2.4 Unloading

Vehicles discharging programme-related materials from vehicles to BBC Studioworks studios are under the supervision of the Team staff after arrival. All other unloading on site is under the control of Glasgow Life and Partners.

The Team will assess the condition of programme related loads arriving at BBC Studioworks. These will often be under the control of productions. Unsafe loads will not be unloaded. The visiting production will be contacted and a reassessment will be made to introduce new controls to unload safely.

2.5 Securing Loads

The securing of loads for programme-related materials at BBC Studioworks studios are under the supervision of the Team..

2.6 Manual Handling

The manual handling of programme related loads onto or off vehicles is covered by manual handling risk assessments. Environment is taken into account as a key part of these assessments.

2.7 Parking

Parking areas are under the control of local council. Old Dumbarton Road parking specifically for Studioworks deliveries, under the control of Studioworks.

Parking for the purpose of loading/unloading programme-related materials for transit to/from BBC Studioworks studios is under the supervision of the Team and marshalled by the Team.

2.8 Reversing

Solo reversing of HGV's is prohibited.

Occasions when vehicles need to reverse for the purpose of loading/unloading programme-related materials for transit to/from BBC Studioworks studios a competent authorised banksman, is appointed to supervise the activity.

2.9 Cars/Vans/lorries

Privately owned vehicles must conform to general site rules.

2.10 Fork lift trucks

BBC Studioworks owns and operates fork lift trucks. Drivers are provided training which meets the Approved Code of Practice L117 – Rider – Operated Lift Trucks Operator Training and instructed on the hazards, risks and procedures for FLT operation at BBC Studioworks prior to being authorised to operate the trucks on programme related operations.

An ongoing competency review and training update programme dealing with the hazards, risks and procedures specific to FLT operation at BBC Studioworks is regularly updated and recorded.

The FLTs are driven and operated by BBC Studioworks drivers.

2.11 Maintenance of forklift trucks

Maintenance, both PPM and reported fault repair, is sub-contracted and the contractor undertakes maintenance operations on-site at BBC Studioworks. Drivers undertake a visual inspection prior to the operation of a FLT.