



BBC Studioworks

# Personal Protective Equipment Policy

Health and safety policy

## 1. Introduction

BBC Studioworks values the Health & Safety of all staff, employees, customers, contractors, visitors and members of the public. The following policy outlines the responsibilities and sets the Health and Safety Policy objectives with regards to Personal Protective Equipment (PPE) making reference to Health, Safety and Environmental Legislation.

## 2. About this Policy

This policy document explains the requirements for use of Personal Protective Equipment (PPE) by all employees, contractors and visitors whilst working within BBC Studioworks. The use of PPE follows a risk assessment process and is the last line of defence following the hierarchy of control, as outlined below:

- Elimination;
- Substitution;
- Technical / engineering controls or adaptations;
- Administrative controls;
- Personal Protective Equipment (PPE)

## 3. Procedure

### 3.1. Definition: What is PPE?

PPE means all equipment that is required to be worn or held by a person at work, which protects them against one or more risks to their health and safety.

### 3.2. PPE

PPE is to be worn both within BBC Studioworks studios (and other premises where necessary – such as ring road etc.). PPE may include;

**Footwear** - All employees, contractors and visitors working within studios and other locations shall wear suitable protective footwear whilst undertaking their duties as necessary. This will include studio fit ups and any form of construction work. Visitors may be excluded from wearing safety footwear provided that they remain within designated walkways.

**Gloves / Hand Protection** - All employees are to wear suitable protective gloves whilst undertaking manual handling activities and whilst handling harmful substances where there is a risk of injury to the hands.

**Eye Protection** - Employees are only required to wear suitable eye protection whilst undertaking any activities where there is a specific risk of injury to eyesight from foreign bodies i.e. grinding and drilling.

Face Masks / Respirators - Where there is a risk from hazardous substances or dust, suitable face masks and respiratory equipment must be used.

Hearing Protection - All employees are required to wear suitable ear plugs / defenders whilst undertaking activities where excessive noise is generated. Hearing protection must be available from visiting production companies if they are producing noise in studios. A noise management plan may be necessary if a visiting production is producing significant noise.

Hard Hats and reflective outer clothing - Suitable equipment including Hard Hats and High Visibility clothing will be provided by BBC Studioworks to their employees. Hard hats must be worn when working at height is being carried out or when other tasks require, as outlined within a risk assessment. High visibility clothing to be worn anytime working on or by the ring road surrounding television centre.

#### **4. Information, Instruction and Training**

All personnel should be provided with information, instruction and training to enable the user to know: The risk(s) that the PPE will avoid or limit; The purpose for which the equipment is to be used and the maintenance requirements to ensure it is in good working order.

#### **5. Responsibility**

It is the BBC Studioworks responsibility to ensure that PPE is provided, maintained and regularly inspected. This includes cleaning and replacement of the equipment as necessary. Employees must keep their PPE clean and in good working order and should report any defects to their line manager.