

Television Centre Induction for TC1
Please read carefully and sign and date the bottom of the form

1.	Fire Exit Routes must be maintained. Keep Fire Points, Fire Exits and studio Fire Lane clear at all times.
2.	Take time to identify the Assembly Points.
3.	Take time to identify the Welfare Facilities.
4.	No smoking inside the studios including e-cigarettes.
5.	Staff and contractors are forbidden to enter the studio grids unless authorised to do so by an authorised person. After authorisation, before entry to the studio grids, all loose items must be left in the grid tray or lockers provided. Hand tools for grid working should only be taken into the grid when needed and should have lanyards attached.
6.	Authorised Person
	Construction Manager - Grid Authoriser
	Electrical Gaffer (including Workshop Gaffer)- Grid Authoriser
	Turnround and Operational Compliance Manager - Grid Authoriser
	Resource Manager – Grid Authoriser
	Operations Manager - Grid Authoriser
	Technical Services Manager - Grid Authoriser
7.	Grid beacons must be activated and checked they are flashing before entering the grid.
8.	Security must be contacted (0203 327 7443) before entering the grid to have the grid beam fire alarm detection disabled. Conversely security must be contacted when leaving the grid so the system can be reactivated.
9.	Grid hatches should only be opened with the express permission of the Turnround and Operational Compliance Manager or nominated deputy. Only authorised lifting points are to be used to transfer kit through the hatches.
10.	Area below grid working should be coordinated with other staff and contractors. Studio floor based users must be informed about grid activities.
11.	A nominated person must police the studio floor for the duration of the overhead work, with a physical barrier to prevent people entering the area if required.
12.	A full handover must be completed if works in the grid have not been completed by the end of a shift and given to the authorised person.
13.	Ensure familiarity with the contents of Risk Assessments and Method Statements in advance of commencing work. The induction sheet must be signed, dated with the Grid Standing Instructions understood before commencing grid activity.
14.	Copies of relevant competency certification should be provided to the authorised person together with a signed copy of the Risk Assessments and Method Statements on request.
15.	A Hot Work Authorisation from BBC Studioworks Facilities Office is required in advance for any of the following activities: - Welding, Cutting, Burning, Soldering or Grinding.
16.	Report any accidents, near miss incidents including hazards or practices to the authorised person.
17.	Scaffolding SG10 – methods and guidance must be followed when rigging/de-rigging scaffolding.
18.	When moving large loads, a banksman to ensure clear routes and passage taking responsibility for exclusion zones should be used. No lifting of loads over people allowed.
19.	Licensed /trained operators only to use motorised vehicles. Visual inspections of all powered access plant should be carried out before use. Spills should be cleaned immediately.
20.	Hand-power tools to be inspected before use. 110v or lower to be used.
21.	Scaffolds/mobile towers to be erected to SG4:10 Guidance - Preventing Falls from Scaffolding.
22.	Ensure the studios, especially grid areas, are kept clean with any waste disposed of appropriately.
23.	Emergency Equipment - First aid kit, defibrillator and eye wash are available from reception. First aid kits are also located across the building.

I have read and understood the contents of the above:

Signature:		Print Name:		Date:	
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