



BBC Studioworks

# Hoist Operation

Health & safety Arrangements



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## 1 Introduction

In order to provide a safe system of work and to ensure compliance with current legislation this health and safety arrangement has been developed and is to be implemented by every member of the crew involved in the operation of studio hoists systems. This arrangement should be read in conjunction with the Risk Assessment Hoist Operation.

Although not exhaustive the following regulations must be adhered to:

The Lifting Operations and Lifting Equipment Regulations 98 (LOLER)  
The Provision and Use of Work Equipment Regulations 98 (PUWER)  
The management of health and safety regulations 1999  
BBC Studioworks 'Work Equipment & Statutory Inspections' Policy and Code of Practice

It is vital that all lifting operations are undertaken by a competent person and that all the crew working in the area are made aware of the hoist operation.

This arrangement and the Risk Assessment Hoist Operation are to be read by all crew members involved in lifting operations; this must be done prior to any lifting being carried out.

It is essential that all team members are confident that they can fulfil their duties especially when works may need to be carried out at height.

## 2 Studio Hoist Operation Arrangements

### 2.1 Safe System of Work

Whether the lifting operations are repetitive or a one off, a safe system of work must be followed at all times. A risk assessment must be undertaken for the specific hoist system being used which includes a systematic examination of a task in order to identify all the hazards with the following items considered as part of the assessment:

- Hoists are compliant with all regulatory requirements and Code of Practice. A regime of maintenance, testing and examination of equipment is in place with records kept for inspection
- All crew undertaking hoist operation have received instruction on use of the hoist system, be competent to carry out that activity and have had their roles and responsibilities clearly explained to them.
- Lifting tackle, slings and bonds are suitable for the task and are compliant with the requirements of LOLER including having the correct colour code to indicate they have been inspected within the designated time period.
- Hoist loads are kept in line of sight at all times during operation of the hoists with the use of a nominated 'spotter' when required.
- The hoist operator and spotter must stay in constant contact during operation of the hoist system. Where communication is difficult due to ambient noise or obstructions in the line of sight the use of a radio comms system should be considered. Any interference on the radio system is to be notified to the appointed person as soon as possible.
- The Spotter should give clear and concise directions and if unclear the hoist panel operator should stop the lifting or lowering operation immediately.
- Crew working within the studio must be made aware hoists are in operation and the area underneath hoists must be kept clear of people whilst hoists are being raised or lowered.
- PPE should be worn if identified as a requirement by a specific task risk assessment undertaken by rigging personnel/company. In this circumstance use of PPE by those working in the area is obligatory and must be rigidly enforced.



- Where multiple hoists are linked together and need to be moved in unison a suitable method to indicate that is the case to the hoist operator has been used.
- When not in use the hoist panel must be locked off to prevent unauthorised use. The hoist panel operator only receives the hoist key on successful completion of a hoist instruction training.
- Any faults or issues with operation of the hoist system must be reported to the maintenance team at the earliest opportunity, hoists should immediately be taken out of operation if there are any concerns about their safe operation, if they may have been mechanically damaged or not operated in line with manufacturer's instructions.

## **2.2 Roles and Responsibilities**

### **Construction Manager/Gaffer**

The Construction Manager or Gaffer are in overall control of the crew and the operational activity, it is their responsibility to allocate roles to suitably trained personnel.

### **Hoist panel operator**

The hoist panel operator must have sufficient knowledge, training and experience to carry out the role. They must be familiar with the operation of the hoist panel within the location they are working and be familiar with this 'hoist operation arrangement' and the relevant risk assessment.

### **Spotter**

A member of the crew must be nominated as 'Spotter' and is responsible for watching the load whilst the hoist is in operation. They must be aware of the potential hazards, be familiar with this with this hoist operation arrangement and the relevant risk assessment.