



# Safe use of the Production Studio (OG007) and associated areas:

- OG006 Loading Bay, Scene Dock & Secure stores
- OG008 Vision Gallery
- OG009 Sound Gallery
- OG001, 02, 11, 12, 13 (Studios 1 to 5)

***Before you embark on any production work in the studio you must submit a Risk Assessment to your academic tutor for authorisation.***

## **Your responsibility:**

The *Competent person(s)* named in the risk assessment must always be present when the studio is in use. You are responsible for the safety and behaviour of the crew and talent.

Your Risk assessment must detail all aspects of your production, including: the 'get in', any construction or painting work, the shoot, the de-rig/tidy process, and waste recycling/disposal.

The Risk Assessment is valid for normal teaching weeks and normal teaching times. If your session is due to occur outside these times you must seek permission from your academic tutor **and** senior technical staff. The risk assessment should include commentary regarding permissions and any special arrangements regarding risk management when for example there are less staff on campus to assist in an emergency.

You must display your risk assessment outside the studio, together with key details of the activity and information for your crew so that they may operate safely and efficiently. Information should include: Names of crew and their roles, names of talent/contributors and their roles, production schedule (timings, any hazards? Key responsibilities, etc.)

Only persons trained in the use of specific equipment are permitted to operate that equipment. Do not allow guests or untrained persons to operate equipment.

Users must inspect equipment prior to use and report any faults to a member of the Film-Making Staff. This may also be reported via the Loans Desk.

No lone working is permitted in the Production Studio areas.

**No food or drink may be brought into the studio areas, except for water in bottles with a secure lid.**

At all times ensure equipment is being used in a safe manner and the studio and associated access routes are kept clean, tidy & obstruction free.

You must not hang or attach items to/from any suspended ceiling.

You must not cover or disable any ceiling light or sensor (e.g. fire detection or ambient sensors)

The main Production Studio (OG007) is designed to avoid the need to work at height for most operations. Working at height is generally prohibited (this includes standing on chairs/tables etc.) Only authorised & trained personnel may use UWE approved access equipment such as ladders & Access Tower.

Some sets may require the use of portable staging (e.g. drum riser, stage for performance etc.) This is considered 'working at height' and your risk assessment must include how you will manage construction of the stage/riser and how you will manage work at height for crew and talent. Seek advice from your academic tutor and senior technical staff.

All litter and unwanted items to be disposed of promptly.

## **Fire & Security**

When not in use for loading, the loading bay door & fire exit must be kept closed securely at all times for security & safety reasons.

Do not prop any door open. Most doors are fire doors and designed to protect occupants from the rapid spread of fire and smoke.

All thoroughfares, doors & emergency exits must be kept clear at all times. Key access/egress routes are defined by Black/Yellow floor markings in the main studio.

Do not move or obscure the fire extinguishers. They must remain accessible at all times.

Appoint a member of crew to act as a 'safety' steward to monitor doors, access routes and to help manage any area where filming or equipment may impede normal operation.

Ensure you are familiar with the UWE fire and evacuation procedures and abide by them at all times. <https://www.uwe.ac.uk/life/health-and-wellbeing/staying-safe-on-and-off-campus/fire-safety>

General Safety advice is available here: <https://www.uwe.ac.uk/life/health-and-wellbeing/staying-safe-on-and-off-campus>

## **Scene Dock & Loading Bay**

There are several potential hazards in the scene dock and loading bay area (electrical supplies, equipment & scenic materials etc.) and as such this area may only be accessed under staff supervision.

The Loading Bay door must be operated only under staff supervision.

The area is a fire escape route and must not be obstructed at any time.

You may use the Fire Escape door when bringing in items from the loading bay car park, but please ensure the door is kept closed at all other times to prevent unauthorised access.

Observe the Black and Yellow floor markings. Items must not obstruct the access/egress routes. If you need to temporarily place an item in the space adjacent to the loading bay door, please seek permission & advice from a member of the authorised staff.

## **Scenic materials and props:**

There is a limited supply of set materials and scenery available for use in the studio. Please liaise with the relevant UWE staff if you wish to use any of these items.

There must not be any significant construction work (including painting) within the studio areas. You are only permitted to join scenic materials and add final touches to mounting of sets/scenery. As far as possible all construction work is to be carried out elsewhere in preparation for assembly within the studio.

Only non-toxic, non-flammable, paints and similar materials may be used. You must seek permission from relevant staff before using any paints, materials, or substances.

Ensure all spills, paint splashes etc. are cleared immediately. You must ensure the floor is completely clean at the end of your booking.

It should be noted there are no facilities in G Block for the cleaning and washing of tools (e.g. paint trays, brushes) or for the disposal of unused liquids (such as paint, adhesives etc.). This should be done elsewhere or consider using disposable items.

**No power tools to be used except under staff supervision. No Aerosol paints to be used.**

Props & scenic materials may only be stored for the duration of the shoot and must be removed immediately on completion – This is a condition of your booking. Any items left on site will be sent for disposal. Any unapproved items will be removed without warning.

All props and scenic materials must be clean, dry, and free from contamination. It is not permitted to use any substance or material which may introduce disease or infestation such as woodworm. If you wish your props to have a 'used' look they must be constructed from clean, safe materials and fabricated to achieve the look you need.

Consider purchasing props and scenery (e.g. artificial trees/foliage, leaves etc.) designed for the purpose.

Prohibited items include:

- Mud/Dirt/Earth/Gravel etc.
- Leaves, bark, trees/bushes etc.
- Reclaimed items e.g. sheds, building site materials, pallets, flooring, or anything that has previously been in an outdoor or any other potentially contaminated environment.
- Unauthorised chemicals, liquids, adhesives, paints, construction materials.
- Anything else not clean & safe!

Electrical items powered by mains voltage must be inspected by an authorised member of staff before use.

If a set contains a large quantity of flammable materials, you must take steps to apply an approved fire-resistant treatment to reduce the fire loading. Please seek advice from a member of staff.

### **Sustainability & Waste Management**

Ensure you have a plan in place for the safe removal/recycling of any materials used in your production. This should be detailed in your risk assessment.

### **Manual Handling:**

Some items of equipment and scenery can be heavy and awkward to move within the studio areas. Please refer to the manual handling training you have received in Workshops. Do not attempt to lift/carry heavy items on your own – seek assistance from others as appropriate to help carry items.

### **Access to secure store**

The secure store room must remain locked when not in use. The secure store is for technical equipment and valuable items only and is not for storing set or props.

## **Studio Lighting**

Power to the hoists and lighting circuits may only be applied by an authorised member of staff.

Powered lighting hoists must only be operated under the supervision of authorised Staff.

Studio lights & pantographs may only be removed from the hoists under the supervision of authorised UWE Staff.

Studio lights may only be adjusted/focussed by trained persons using the lighting poles, e.g. to raise and lower lights on pantographs, or to pan, tilt and focus.

Ensure all safety pins and safety cables are secured. Exercise caution when adjusting pantographs to avoid entrapment injuries.

Lights should not be left on the studio floor.

## **Cabling**

- All trailing cables must be arranged to minimise trip hazards. Cable protectors and/or 'gaffa' tape should be employed to secure cabling.
- Do not run cables across walkways or entrance/exit routes.
- Minimise the length of cable runs by using the closest available mains outlet (remember these may be behind the drapes)
- Mains extension leads must be fully unwound to avoid overheating.
- Check all cables to ensure they are in good condition and safe to use.

## **Effects: Smoke, haze, wind machine, flames, pyrotechnics, smoking etc.**

Only trained persons may use the Smoke/haze/wind machines. You must include their use in your Risk Assessment. Smoke/haze machines are only permitted in studio 0G007.

Pyrotechnics not permitted unless fully risk assessed and supervised by a qualified member of staff. Where authorised; only 0G007 is suitable for pyrotechnics.

Do not use Smoke/Haze continuously. Do not allow the effect to become so dense that you cannot easily see from one side of the studio to the other. You should ventilate and clear the studio approximately every hour to avoid triggering the fire alarm. Appropriate staff must be onsite if you wish to use smoke/haze – In practice this restricts their use to 09:00-17:00 unless you have specific permission to continue until a later time.

Naked flames are not permitted. This includes all forms of lighting and decorative effects which have a flame. Consider using a theatrical battery powered 'candle' or other approved simulator if you need a flame effect.

**In line with UWE Policy & UK Legislation, Smoking and Vaping are not permitted anywhere within University Buildings.**

It may be possible to use 'theatrical' cigarettes/vapes in 0G007 only. You should discuss this with your tutor who will need to seek permission via the technical team.

**Water/Liquids:**

If water/liquid (not enclosed within a sealed container) is to be used as part of your shoot, you must first seek advice from UWE staff and detail in your risk assessment how you will manage safety. This may include:

- How liquid is conveyed to the studio and cleared up afterward.
- How slip hazards are managed
- How will accidental leaks/spillages be managed?
- Proximity to electrical circuits
- Compliance with BS8680:2020 water safety plan

**Vehicles:**

It is possible to bring a vehicle into the main production studio 0G007. You must seek approval from your academic tutor first. Your risk assessment must fully consider the implications of how you intend to use the vehicle. Please liaise with the Film Instructor team in 1G006 to arrange access well in advance of your shoot.

- The vehicle must be fully insured, have a current MOT and tax.
- The vehicle must be in good working order.
- There must be minimal fuel in the tank.
- There must be no leaks (e.g., fuel, oil, or coolant etc.) and the fuel filler cap must be properly secured.
- How will accidental leaks/spillages be managed?
- Will it easily fit through the loading bay doors and into the studio? The doors are offset slightly so the effective width is decreased.
- Can you get it out again? (It might not be possible to turn round?)
- The vehicle should be manually manoeuvred into place (not driven in)
- Ensure the ventilation system is running to prevent any build-up of fumes.
- Ensure ignition is switched off and keys removed when not being used for filming etc.
- All vehicle movements must be under staff supervision.

### **TV Cameras** (*when in use*)

- Only trained persons may connect or unplug the studio cameras from the wall box.
- The camera pedestals should be locked down in the safety position when not in use.
- The pan and tilt mechanism on the camera pedestals should be locked when not in use.
- The Autocue prompt heads must not be removed from cameras (where fitted)
- Cables must be arranged in a way to minimise trip hazards.

### **Audiences**

Some productions/activities may require an audience to be present. You must seek permission from your academic tutor and/or authorised UWE staff before inviting an audience.

You must fully risk assess the activity and include an appraisal of maximum occupancy, safe layout of seating including access/egress, safety inductions, first aid arrangements, stewarding and actions to be taken in the event of an emergency.

### **Animals & animal parts**

The University approach to animal welfare and ethics is of the highest order. The use of animals (dead or alive), and animal parts are not permitted by default. Where there is a good case to include animals in your production you must discuss your proposal fully with your academic tutor.

The UWE Ethics committee must approve any use of animals & animal parts. Be aware, the approval process may take several weeks to resolve.

In addition, animal parts (even if originally sold commercially as food) are a potential biohazard are subject to UWE's Biohazard regulations.

Items which may be considered as a Biohazard risk are not permitted at City Campus.

Other mandatory regulation such as determined by the Department for Environment, Food & Rural Affairs (Defra) will also apply.

Given the length of time to it takes for approval to be granted it is strongly recommended suitable props and prosthetics are used instead.

### **Faults/damage/best practice**

Faults, breakages, or other damage must be reported to a member of UWE Staff promptly.

Staff will periodically visit the studio and check best practice and safety protocols are being observed. They may offer advice, and where necessary will issue specific instructions. This is a professional learning opportunity for you.

You must comply with any instructions issued.

Failure to adhere to instructions and/or the contents of this 'Safe Use' document will result in immediate termination of your booking and associated activities.



## **Appendix 1:**

Authorised UWE staff include:

- Dick Allen
- Mark Barton
- Bex Goff
- Rod Gray
- Jack Martin
- Gary McIntyre
- Neil Sherman
- Mike Sides
- Mike Thomas

### **Useful & Emergency contact Numbers:**

Fire/Police/Ambulance 0117 32 89999

UWE Security 0117 32 86404

CATE Loans 0117 32 84785

UWE Facilities (Cleaning, building faults/problems etc.) 0117 32 81222

### **Useful Links:**

<https://www.props4shows.co.uk/> all manner of 'theatrical' props

## Appendix 2

Production schedule & information template:

**TBA**