



USE OF TELEVISION STUDIOS – Colchester Campus.

The following is a summary of some of the most important aspects of safety when using the TV studios on campus.

Ensure compliance with all Health & Safety regulations.

Food or drink must NOT be brought into the Television Studios.

Students must be supervised at all times by an appropriate qualified member of Media Centre staff or qualified academic.

A Risk Assessment of all practical work must be performed and documented before the commencement of work.

Tripping hazards presented by trailing cables from television cameras, audio systems, microphone cables, etc. must be minimised.

Procedures must be followed when powering up and powering down the studios and related gallery and must be performed with a member of Media Centre staff present.

Lighting.

Lighting operations must only be carried out by suitably qualified personnel.

Ladders may only be used by staff who have completed the 'Working at Heights' course. Staff will only be permitted to work at height once they have received appropriate training for working at height and in the use of any relevant safety equipment.

All equipment is maintained and inspected in accordance with the requirements of legislation and best practice. If you believe any lighting equipment has been damaged, it must be reported to Media Centre staff.

When adjusting studio lights thermal protective gloves must be worn at all times. All lights must be placed at a safe distance from flammable materials.

Only members of staff may use the ladders within the studios. All due care must be exercised and Health and Safety regulations observed when using ladders.

Scenery.

Care must be taken in the design, construction, transportation and erection of scenery and props in the Television Studios.

Stage weights are available and kept in Studio 2 and must be used in accordance with the guidance in the Health & Safety Policies folder located in the main Media Centre office.*

General

Camera supports (peds) contain pressurised parts. Only technical staff are permitted to adjust the pressure in the mechanism.

All mains operated equipment must be used with a plug board fitted with a Safety cut out.

Hot lights can ignite materials placed close to them, ie. cables, carpets, curtains etc. This must be avoided. If you are unsure contact a member of Media Centre staff.

Beware of hazards to the public, i.e. hot lights, cables on floors etc.

Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided.

All employees responsible for electrical equipment and installations must be fully aware of the correct uses, recognition of faults and how to report them is essential. This information is in the Health & Safety policies folder located in the main Media Centre office.

Portable Appliance Testing of relevant studio equipment and periodic testing of fixed systems is carried out in accordance with statutory requirements and good working practices.

At the end of the day ALL kill switches must be set to off and the studios secured.

Useful information.

The Health and Safety Policies folder is located in the main Media Centre office (4SW.3.7)

Hazard tape is kept in the Media Centre office.

The main office telephone number is 01206 87 2468

Risk assessment forms are available from the main office.

Stage weights are available and kept in Studio 2 and must be used in accordance with the guidance in the Health & Safety Policies folder located in the main Media Centre office.*

* The HSE recommends that a person may carry 25kg at 'knuckle height' which is exactly two stage weights worth (being 12.5kg each). There's no maximum weight limit as set by law so common sense should prevail. If you're not carrying them far then that's fine, otherwise use a trolley.