

<b>Facility</b>	Broadley Studios – Studio 1
<b>Date prepared/ Rev.</b>	20/08/2021
<b>Review date.</b>	20/01/22
<b>Method Statement Written by</b>	Sarah Gibson, Operations Director, Broadley
<b>Method Statement Approved by</b>	Richard Landy
<b>Signature of Approver/ Date</b>	

## 1 Introduction

This Method Statement describes the specific safe working methods which will be used to carry out the work. It gives details of how the work will be carried out and what health and safety issues and controls are involved. The content of this Method Statement reflects the finding of the relevant Risk Assessment(s).

**COVID-19 – it is imperative that clients follow restrictions and guidance put in place by Broadley Studios at all times to prevent the spread and risk of exposure to people across site.**

**Broadley will ensure the site is sanitised prior to the clients entering the area, and ensure all its staff or freelancers involved in the job have a negative Covid-test the day before the booking starts and use hand sanitiser regularly. Once in the client's discrete area, Broadley staff and freelancers will follow the client's protocols. Thermometer, masks and sanitiser are available near the front door of the building.**

**Clients and Broadley staff need to wear masks in common areas of the building – eg when using toilet**

**Any clients or staff feeling unwell must not report to work, and must take a Covid test immediately.**

## 2 Description of Work

Broadley Studio – Studio 1 – hosts clients for bookings of various levels of complexity. The space (studio, gallery, greenroom/make up room, and occasionally offices) is dedicated to the clients, and Broadley staff may or may not be involved in providing technical or production support to bookings.

### 2.1 Time

Usual office hours are between 0800-1800, however these may vary for client bookings by agreement in advance.

### 2.2 Location

Broadley Studio  
Broadley House  
48 Broadley Terrace  
London NW1 6LG

## **2.2 Access**

Clients should use the front door of the building during the hours agreed at the time of booking, and should provide Broadley with a list of personnel present on site.

Clients should inform Broadley in advance if any special access requirements or PEEPs requirements.

## **2.3 Policies**

Clients should at all times follow Broadley's health and safety policy, fire evacuation procedure as well as observe Broadley's terms and conditions.

## **3 Assessment of Significant Risks for all Tasks**

- Slips, trips, and falls
- Equipment injury
- Covid

## **4 Control Measures to be used**

Full LED lighting being introduced. Signage and documentation, matting for wires and cables, first aid kits, safety bonds on lighting, limits on numbers in gallery and shared areas. Covid guidelines as above.

## **5 Emergency Arrangements**

All accidents must be recorded in Broadley's accident book.  
In the event of an emergency, incident, or accident all employees must report it to Broadley's site contact.

The nearest Accident and Emergency Hospital Department is:

Guy's & St. Thomas' Hospital  
Great Maze Pond  
London SE1 9RT

Approx. 5.2 miles

Tel No:

[020 7188 7188](tel:02071887188)

## 6 Rescue

In the event of an incident requiring emergency rescue, no staff or clients should put themselves at risk of harm. Any incident occurring which requires emergency rescue must be judged on its individual risk conditions by the most senior Broadley representative.

If a safe rescue cannot be completed by those in attendance, the emergency services must be informed. Note that whoever informs the emergency services must relay as much information as possible about the incident and site conditions.

Any accessibility requirements should be notified to Broadley in advance so that arrangements/PEEPs can be put in place.

**Please note all high-risk activities must be accompanied with an individual rescue plan.**

## 7. Responsibilities for Safety Control & Monitoring

Richard Landy, MD Broadley Productions Ltd

## 6 Environment Impacts/waste handling

All waste materials generated by clients must be disposed of by the clients. Broadley suggests special care and attention must be taken regarding our environmental impact.

## 7 Risk Assessment

Activity	Hazard	Risks	Pre-Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2*	1x2		1*	2*	1x2	
Cabling	Cables	Slips/Trips & Falls	5	5	25	Matting and ensure area is obstacle free	2	2	4	Tidy away ends of cables to prevent trips

Activity	Hazard	Risks	Pre-Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2*	1x2		1*	2*	1x2	
Electricity	High voltage lighting	Possible electric shocks	3	5	15	LED lighting now in place, all dimmer packs removed. Signage, PAT testing of electrical items, Broadley staff training Clients should not plug anything in without guidance	2	3	6	
Staffing	Overcrowding in common areas	Slips/trips and covid infection	3	2	12	Covid guidelines Limits on numbers in common areas and gallery	2	2	4	
Lighting	Lighting or other equipment falling	Injury to staff or clients	3	3	9	Safety bonds on lighting	2	2	4	

Activity	Hazard	Risks	Pre-Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2*	1x2		1*	2*	1x2	
Health and safety	Lack of knowledge of what to do in an incident	Injury, or fatality in the worst case, to staff or clients	5	5	25	Health and safety and fire evacuation policy prominently displayed. Training and risk assessments – culture of safety. First aid kits Clients to notify Broadley of any accessibility needs so that PEEPs can be put in place if required	2	2	4	
Health and safety	Working at heights	Falling off ladders or dropping equipment on clients or staff	5	5	25	Only trained staff allowed up ladders and all heavy items to be stored at ground level	3	3	9	

**The person signing this assessment must check the information above to ensure it is relevant to this operation on this site. Additionally, any additional controls measures deemed necessary must be included.**

**Target Post-Control Rating=10. Some Pre-Control ratings may be less than 10 but further controls are still to be considered.**

Assessment Date:	20-08-2021	Review Date:	20-01-22	
Approved for Issue:		(Signature)		
* Exposure Ratings	1=Highly Unlikely, 2=Unlikely, 3=Possible, 4=Probable, 5=Common, 6=Regular, 7=Continuous			
** Severity Ratings	1=Trivial, 2=Minor, 3=Under '7-day' Injury, 4=Over '7-day' Reportable Injury, 5=Major Injury, 6=Fatality (1 person), 7=Multiple Fatality (2+ persons)			

Severity Rating	Exposure Rating						
	1	2	3	4	5	6	7
7	7	14	21	28	35	42	49
6	6	12	18	24	30	36	42
5	5	10	15	20	25	30	35
4	4	8	12	16	20	24	28
3	3	6	9	12	15	18	21
2	2	4	6	8	10	12	14
1	1	2	3	4	5	6	7

### Matrix Key

Low Risk = 1-10

Medium Risk = 11-24

High Risk = 25-49