



Journalism Safety Guide

Safety is everybody's responsibility. We all have a duty to keep ourselves and others safe.

About this Guide

This guide is part of the approach in the Journalism Division to news location risk assessment. It identifies common hazards encountered by journalists and programme makers in the field and specifies measures (controls) to reduce the risk.

The controls are based on risk assessments undertaken by Journalism Management and BBC Safety. These are available for viewing in the A-Z index under Journalism on the BBC Safety intranet site myRisks.

How do I use this guide?

1. Decide whether the assignment / activity is familiar and routine, covered by this guide and your training / experience. You will be required to attend training as part of your BBC employment.

If it is, you or the deployer should record this on the assignment sheet / local record and the controls set out in the guide should be communicated and implemented. A copy should be retained on file. Further on the spot / dynamic assessment is only needed if circumstances change.

2. If it is not familiar and routine then further specific assessment is required. This could be the case where there are hazards not covered by the guide or when additional controls are required due to the circumstances or people and equipment involved. The guide also highlights some cases where specific assessment must be undertaken.

Use the flow chart if needed - if still in doubt, check with your manager, Safety Adviser or the BBC Safety Advice Line.

Further Advice

For more information on assessment of risks and existing risk assessments contact the BBC Safety Advice Line.

BBC Safety Advice Line: Monday – Friday: 09.00 to 18.00 – UK time

Ext: 0464 / +44(0) 370 411 0464

(NB: change of code)

To keep this booklet up to date or to use the electronic links, visit the Gateway [MyRisks](#) site or externally, the [BBC Safety website](#). The guide will be in the A-Z under J. New pages should be printed out and added to your guide.

Useful contacts for expert practical help:

Safety Advisers names and contact details:

©BBC 2009

Copyright of the contents of this document belongs to the BBC and should not be used without our consent.

Useful contacts

- **BBC Safety Advice Line:** Monday – Friday: 09.00 to 18.00 – UK time.
Ext: 0464 / +44(0) 370 411 0464
- **BBC Safety internal site:** [MyRisks](#)
- **BBC Safety external site:** www.bbc.co.uk/safety
- **24/7 call the Duty Facilities / Duty Operations Manager for the on-call Safety Adviser / High Risk Team:**
- **TVC: +44(0) 208 57 64651**
- **Bush House: +44(0) 207 55 71200**
- **High Risk email address:** dlohsshghrsk99@bbc.co.uk
- **Occupational Health: 0800 0828080 / +44 (0)203 008 9013**
 - Travel advice, vaccinations and medications
 - Advice on the health aspects of location work
- **BUPA Employee Assistance Service: 0800 269 616** or
from outside the UK: **+4420 8947 2690**
- **CEGA: For medical emergencies overseas: +44 (0) 1243 621055**
- **BBC Corporate Security: +44(0) 208 00 83242**
- **BBC [Insurance Services](#): +44 (0) 208 00 82662**
- **TVC Safety Equipment Stores – Tel: +44 (0) 208 576 7568.** All protective equipment referred to in the text can be obtained here and also sent overseas on request. Emergency issue out of hours through News DOM, Duty Operations Manager.
- **Chemical, Biological, Radiation, Nuclear Hotline 24/7:** Access via High Risk Team or the on call Safety Adviser as above.

Contact list

- ▶
- ▶
- ▶
- ▶
- ▶
- ▶

Contents

Training	4
Checking: Monitoring & Supervision	4
Reporting Accidents and Incidents	4
Before you go: Communications & planning	4
Aircraft & flight activities	5
Asbestos.....	5
Bombs	7
Broadcast Vehicles	8
Building / Construction / Demolition Sites.....	9
Chemical, Biological, Radiation, Nuclear (CBRN) and Industrial Spills.....	10
Computers.....	11
Courts of Law	12
Demonstrations and Protests (Public Order)	13
Disease.....	14
Disasters	15
Doorstepping.....	16
Driving	17
Electrical Equipment.....	19
Environment.....	20
Events	21
Factories.....	22
Farms, Zoos and Animal Sanctuaries	23
Fire / Explosion Hazards	24
Floods – Inland.....	25
Heights.....	26
Homes	27
Hospitals	28
Hydraulic Hoists / Mobile Elevated Work Platforms.....	29
Laboratories	30
Lighting Equipment	31
Lone Working	32
Manual Handling.....	33
Noise	34
Non Ionising Radiation	35
Offices	36
Ports / Harbours / Docks	37
Pregnancy	38
Press Conferences	39
Railways, Stations and Trains.....	40
Remote Areas	41
Scaffolds and Ladders	42
Schools and Nurseries	43
Slips, Trips, Falls and Bumps	44
Sports.....	45
Streets: Social Issues and Street Crime.....	46
Tanker and Container Incidents	47
Tiredness, Fatigue and Psychological Trauma	48
Travel – Overseas.....	49
Vehicles – Recording From / Around	50
Violence and Aggression	51
Weapons: Firearms & Military Sites.....	52
Weather	53
Working On or Near Water	54
Forms and guides	55

Training

- All Journalism and freelance staff working for the BBC on news locations should complete the [News Assignment Location Safety \(NALS\)](#) course.
- All staff working for the BBC in countries designated hostile environments must complete the [Hostile Environment and First Aid course](#) and [refreshers](#) (HEFAT).
- Additional related learning and links to health and safety training have been included following each topic. Training should be discussed with your Line Manager in relation to the deployments you are sent on. Freelancers and international staff without access to Gateway – please talk to your UK contact.
- Training courses are under regular development – check [Learn.Gateway](#) for the most recent schedules.
- Contact the BBC Safety Advice Line or your Divisional Safety Adviser for queries on safety training or with suggestions on briefings or future courses. Ext: 0464 / +44(0) 370 411 0464.

Checking: Monitoring & Supervision

We all have a responsibility for our own safety, our colleagues and anyone else affected by our work including the general public and our contributors. No one should be required to do something that they feel is unsafe, nor should they allow others to be put at risk.

We all have a duty to monitor safety. If something is not right, speak out.

Managers or those in charge of teams have a specific responsibility to monitor activities, to make sure safety measures are being applied.

Reporting Accidents and Incidents

Accidents happen. But the same accident shouldn't happen twice. That's why it's vital that accidents (or incidents which could have resulted in an accident) are reported, investigated and any lessons learned. Full guidance on how to report and investigate accidents and incidents is on the BBC Safety site.

Before you go: Communications & planning

There must be adequate resources in place for all deployments and scheduling– in proportion to potential risk. *NB: This guide does not cover getting permissions to record or be on site.*

For example:

- Competent people – with the right skills for the particular job
- Information – about the story and location e.g. security, crowds, weather
- Time – routes, deadlines
- Equipment – the right equipment in place for the job e.g. access equipment, backpacks
- Logistics – locations, routes, vehicles, parking and base
- Effective scheduling e.g. overnights & rest periods
- Emergency and fall back plans.

Communication arrangements must be in place – suitable for the deployment:

- Mobile telephones – numbers recorded by deployer and team including local emergency arrangements
- Contact with base established
- Call back arrangements
- Satellite phones for remote areas / specific assignments
- Briefing pre-deployment at a level appropriate to the task and individual
- Risk assessment and assignment information discussed with the team.

Aircraft & flight activities

Non-scheduled flights, balloons, microlights, light aircraft, helicopters etc
Teams may have to arrange flights to locations in small aircraft or hire aircraft to view / film from the air (aerial work).

Always use reputable travel providers wherever possible and avoid EU banned airlines, if the only travel option is on a banned carrier – you must follow the current procedure and select the available airline with the lowest risk, link below.

[Detailed help on flight information](#)

[Insurance](#)

[Banned Airlines](#)

Hazards	Controls / Actions
Air crash or collision	<p>It is mandatory to use a pre vetted contractor for aerial filming in the UK.</p> <p>Outside of UK, select provider with:</p> <ul style="list-style-type: none"> ▪ Current Commercial Pilots Licence for aircraft. ▪ Valid Air Operator’s Certificate. ▪ Local CAA documentation which covers the aircraft and pilot and permits the carrying of passengers for hire and reward i.e. Public Transport. ▪ Experience in activity proposed: e.g. flying with doors off, at low level, over water etc. <p>Ensure:</p> <ul style="list-style-type: none"> ▪ Pilot briefing outlining risks, safety and emergency procedures. ▪ Plans are not changed during the flight. ▪ Comms are in place. <p>The pilot is fully in charge of all flight activities.</p>
Contact with rotors / propellers / jet exhausts, control surfaces	<ul style="list-style-type: none"> ▪ Approaching, crossing an active airfield, entering and exiting aircraft will be under the guidance of the pilot or ground crew – but extreme caution should always be used in any approach particularly when tall or carrying equipment which may contact moving parts. ▪ Avoid walking close to propellers or engine air intake, even when off. ▪ Always approach so the pilot can see you. ▪ Never touch movable parts – fingers can be trapped.
Air turbulence creating flying debris, down draught & exhaust gases	<ul style="list-style-type: none"> ▪ Teams should secure any equipment and loose items when waiting at a landing site and in the plane when in flight. ▪ Goggles used where needed.
Persons and equipment falling from aircraft	<ul style="list-style-type: none"> ▪ All persons must be secured during flight. ▪ All items of equipment must be stored or secured. Choose a suitable mounting point in consultation with the pilot. ▪ If doors are to be open or removed , contact Safety Adviser. Safety tethers and karabiners must be used.
Exposure to cold	<ul style="list-style-type: none"> ▪ Warm windproof, protective clothing must be worn.
Noise	<ul style="list-style-type: none"> ▪ Aircraft issued headsets reduce the noise risk and are required to hear conversation; simple ear plugs can also be used.
Emergency Landings and accidents	<ul style="list-style-type: none"> ▪ If flying over water a check should be made that required safety equipment is viable such as life jackets and life rafts over water. Emergency Locator beacons should be carried on all flights and are a legal requirement in many countries.

Related Training

[News Assignment and Location Safety](#)

Asbestos

Teams may be exposed if setting up or working on location disturbs asbestos fibres that can be inhaled. Asbestos was widely used as a building material from the 1960's until its total ban in the UK for new building in the early 2000's. See also section on Construction.

Contact the BBC Asbestos Management Team if presence of asbestos is confirmed or likely - they will advise on reasonable precautions: 07885 962682

Labels / hazard signs* are not a reliable indication that asbestos is present & designs may vary: *These signs are not included in the BBC Copyright*



**These signs are not included in the BBC Copyright*

When planning work at a location that involves pulling cables through roof voids / ceilings / walls, accessing boiler or plant rooms or drilling into walls:

- Get permission and briefing session from the site manager / owner occupier with special emphasis on any asbestos containing materials on site.
- Information about asbestos should be available from the person in charge of the site (UK premises are required by law to have a record of asbestos in an Asbestos File including how it is safely controlled).
- If working with or potentially disturbing asbestos a separate risk assessment is required.

Hazards	Controls / Actions
Respirable fibres may lead (over a long period) to fibrosis and other asbestos related disease.	<ul style="list-style-type: none"> ▪ Avoid disturbing (kicking, picking up or turning over), drilling into or leaning against any materials that may release fibres. ▪ Be ready to identify and respect any asbestos labels. ▪ Involve BBC Safety Adviser if any questions.
Fibres from fire / building collapse	<ul style="list-style-type: none"> ▪ Position away and upwind from smoke / debris cloud. ▪ Avoid breathing smoke and dust. ▪ Use FFP3 mask (Safety Stores) to get out of area if breathing in smoke (this is not to enable longer stays in smoky area – only to escape). ▪ If a small amount of dust / debris is present on clothing (e.g. dust on sleeve, shoe etc) – remove with a wet wipe. ▪ If a large amount of contamination is present on clothing. Wear FFP3 mask (if available), wipe down with damp rags / wet wipes, undress and shower. Place clothes into a plastic bag and seal. ▪ All contaminated clothing should be either disposed of as asbestos waste or sent to specialist laundry. ▪ Decontaminate broadcast equipment and kit with a wet wipe. ▪ Contaminated wet wipes should be placed in a plastic bag and disposed of as asbestos waste. ▪ Contact BBC Occupational Health and your Safety Adviser if you believe you have been exposed to asbestos.

Related Training

[Asbestos Awareness Briefing -Production](#)

Bombs

Journalists may be out in the field covering terrorism stories or general stories when a bomb threat or incident breaks. Support & follow up to assist with any trauma should be put in place.

Hazards	Controls / Actions
Injury from blast, shrapnel, debris and fragments	<ul style="list-style-type: none"> ▪ Plan route to incident and take local maps etc. ▪ Approach with caution if first on the scene and avoid parking close to the incident site. ▪ Choose position to make use of hard cover and well away from potential blast. ▪ Park so vehicle can be moved at short notice and does not obstruct emergency vehicles. ▪ Contact local Incident Control if present to get information on hazards at site. ▪ Keep up to date with developing incident and be ready to evacuate position if conditions change or ordered to by the emergency services. ▪ Be aware of potential for secondary explosive devices. ▪ Move away from and report any unattended packages. ▪ Avoid standing directly next to or below damaged buildings where windows and other debris can fall.
Communication failure - mobile phone systems are likely to crash or be switched off in a civil emergency	<ul style="list-style-type: none"> ▪ Set up communications - including call in times etc as appropriate, take sat phones where appropriate. ▪ Make sure that failure to check in by pre-determined time initiates pre agreed emergency arrangement including contact with BBC Safety Adviser.
Security and personal safety	<ul style="list-style-type: none"> ▪ Be aware of, and discuss with team, the local security issues, including attitude to the BBC, hostility to journalists and general crime levels. ▪ Keep a low profile. ▪ Display BBC logo unless there is a good reason not to e.g. if this raises the personal risk. ▪ Agree a fall back plan with the team. ▪ Ensure deployers are kept up to date with local security and safety risks so that changes to the story can be made if needed.
Exposure or potential exposure to chemical or biological agents See also CBRN page	<ul style="list-style-type: none"> ▪ Evacuate at the first signs of effects such as giddiness, sore eyes or throat, headaches etc and get into fresh air. ▪ Avoid breathing any dust from detonation. Use FFP3 mask from Safety Stores to get out of area if dust in area (this is not to enable a longer stay in the area – only to escape). ▪ Leave the area at once, stay upwind of any contamination source, wash face & hands and change all clothing. ▪ Seek immediate medical advice. ▪ Report exposure to BBC Occupational Health / your Safety Adviser.

Related Training

[News Assignment and Location Safety](#)

[Personal Safety Awareness Managers & Staff](#)

[Working Safely in Crowds](#)

[Production Safety: Journalism \(excluding Sport\)](#)

[Chemical Biological & Radiation Workshop](#)

[Chemical, Biological + Radiation Awareness](#)

Broadcast Vehicles

All staff who operate broadcast vehicles and vehicle equipment receive training on safe operation of the equipment. The guidance in this book is not intended as a replacement for specialist training and work practices, but to inform all staff who deploy or work near broadcast vehicles of general hazards.

Specific risk assessments are carried out for radio cars, satellite vehicles and uplink vehicles etc. These are available on Divisional Gateway sites and through Departmental Line Managers.

Any work within 15m (horizontal distance) of overhead power lines is subject to specific risk assessment.

Hazards	Controls / Actions
Contact with overhead hazards such as power lines, bridges and arches	<ul style="list-style-type: none">▪ Park away from potential hazards.▪ Remain at least 15m (horizontal distance) from any overhead power lines.▪ Inspect for overhead hazards before raising the mast or dish.▪ Warning system in vehicle if mast is raised.▪ Motor locked if mast is raised – manual override only.▪ Never move vehicle with mast raised because of risk of mast collapse, contact with object or electrical arc.
Mast collapse causing injury to staff or general public	<ul style="list-style-type: none">▪ Never move vehicle with mast raised because of risk of mast collapse, contact with object or electrical arc.
Obstruction on roads	<ul style="list-style-type: none">▪ Do not park on blind hills or corners.▪ Where necessary use traffic cones and wear high visibility jackets.▪ Liaise with local authority/police.
Cables causing trip hazards	<ul style="list-style-type: none">▪ Avoid placing on pedestrian areas.▪ Cover, ramp or fly cables where any trip or collision is likely.

Related Training

Local operational training – discuss with Line Manager

[News Assignment and Location Safety](#)

Building / Construction / Demolition Sites

Teams may have to enter building sites or go into areas under construction or refurbishment in order to obtain information, film or record an interview. See also section on 'events' covering sites where no single person is in charge or control.

[Detailed help on construction sites](#)

Hazards	Controls / Actions
General	<ul style="list-style-type: none"> ▪ Get permission and briefing session from the site manager / owner occupier or the manager in charge of the work. ▪ Briefing to notify team of hazards on site and personal protective equipment (PPE) required. ▪ The manager must notify the construction teams of BBC presence and the team should be accompanied by a competent person. ▪ BBC responsibility to take and use PPE. ▪ Some sites have designated safe areas – effectively areas where construction hazards are not present, these should be fenced off, signed and explained by the person in charge of the site. Unless in a safe area the following precautions must be followed.
Injury from site hazards e.g. sharp objects, uneven ground and falling materials, trips etc	<ul style="list-style-type: none"> ▪ PPE on construction site should include: <ul style="list-style-type: none"> ○ Safety shoes or boots ○ Hard hats ○ High visibility jacket or waistcoat ○ It may also include gloves, goggles and hearing protection. ▪ <i>All items available from Safety Equipment Stores: +44 (0) 208 5767568.</i> ▪ Avoid standing under scaffolds or work taking place overhead.
Moving Plant and machinery	<ul style="list-style-type: none"> ▪ Pedestrian paths used where possible. ▪ Team must be alert to construction vehicles and equipment. ▪ Care must be taken not to stand or set up equipment around blind corners or areas with poor visibility. ▪ If using construction plant to record from, the activity must be sanctioned by the owner / manager of the site (not the driver), permission should be obtained from the site manager and points from the section on filming from vehicles followed. ▪ Check insurance implications.
Disease from pests e.g. Weil's Disease from infected rat urine, Psittacosis from birds	<ul style="list-style-type: none"> ▪ Wash hands before eating and drinking etc. ▪ Report flu like symptoms to BBC Occupational Health or GP and notify your Safety Adviser. ▪ Information on leptospirosis available from HSE site or BBC Safety Advice Line.
Asbestos, fibre glass or general dusts	<ul style="list-style-type: none"> ▪ Avoid standing by / downwind of any dust generating work. ▪ Avoid disturbing (kicking, picking up or turning over) any materials that may release fibres or dust. ▪ Wash hands on leaving site and change clothes if dusty. ▪ Information about asbestos should be given by the person in charge of the site (UK premises are required by law to have a record of asbestos – Asbestos File). ▪ See also section on Asbestos.

Related Training

[Asbestos Awareness Briefing -Production](#)

[News Assignment and Location Safety](#)

[Noise at Work - Awareness Course](#)

[Personal Safety Awareness Managers & Staff](#)

[Safe Working in Video Journalism](#)

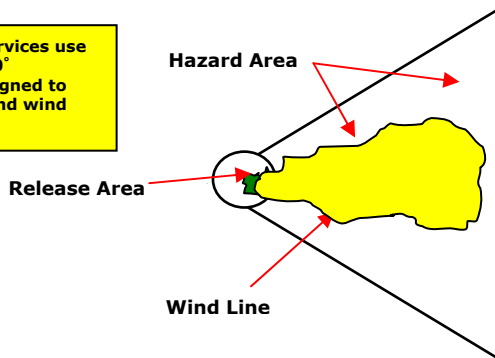
Chemical. Biological, Radiation. Nuclear (CBRN) and Industrial Spills

Fumes / Chemicals / Microbes / Radiation

Upwind diagram

*This diagram from the CBRN Team is not included in BBC Copyright

The emergency services use this template of 60° This has been designed to allow for terrain and wind changes



[Questions on chemical, biological, radiation & nuclear risks CBRN](#)

[Hazard symbols](#)

[Hazmat signs](#)

Masks, kits and detection equipment are available from the BBC Safety Stores.

Specialist advice from High Risk Team and CBRN Team.

Hazards	Controls / Actions
<ul style="list-style-type: none"> ▪ Fumes causing ill health, coma or death ▪ Dusts causing ill health, eye damage, choking ▪ Substances causing skin irritation or burns etc ▪ Accidental ingestion, absorbed through the skin etc, causing ill health ▪ Biological materials in labs, hospitals or illegally dumped causing ill health ▪ Oxygen enriched / depleted atmospheres ▪ Substances that may damage fertility or the foetus 	<ul style="list-style-type: none"> ▪ Get advice from the person in charge of the process / incident. ▪ Try and identify agent e.g. from person in charge, containers, markings on tankers etc without taking risks. ▪ Get expert advice where needed from BBC Safety Advisers and / or the High Risk Team (see useful contacts page). ▪ Keep a reasonable distance / approach upwind from potential site of spills / leaks / incident and beware wind changes. ▪ Make an emergency contingency plan as appropriate for incident. ▪ Evacuate at the first signs of potential hazard such as giddiness, sore eyes or throat, headaches etc and get into fresh air. If you have a mask e.g. FFP3, put this on to escape and seek medical attention. ▪ In the event of collapse where lack of oxygen, gas or other substances are suspected and the victim is out of reach, call for help straight away. There is a history of rescuers becoming casualties in these situations. ▪ Personal protective equipment to be used as directed by person in charge / expert advice e.g. masks FFP3. ▪ Do not eat, drink or smoke in the area. Avoid local food or food from street vendors. Use bottled water. ▪ Do not touch or pick up anything from the area. ▪ Do not put your equipment down on the ground where it will be contaminated. If unavoidable, use a plastic bag as a barrier. ▪ Maintain good personal hygiene at all times, e.g. always wash hands after visiting any site with potential hazards and where exposed, change clothes, wash hands, face and contact BBC Occupational Health / your Safety Adviser. ▪ Decontaminate broadcast equipment and kit with an antimicrobial wipe such as Meliseptol from TVC Safety Equipment Stores. Call +44 (0) 20857 67568.
<p>Entering a confined space e.g. boiler, sewer, tunnel, silo etc</p>	<ul style="list-style-type: none"> ▪ No BBC staff should enter a confined space without a risk assessment prepared by a competent person and cleared through BBC Safety Advisers.

Related Training

[News Assignment and Location Safety](#)

[Chemical Biological & Radiation Workshop](#)

[Chemical, Biological + Radiation Awareness](#)

Computers

When using computers out in the field – during editing for example - ad hoc working arrangements may increase the probability of developing musculoskeletal problems.

Training on work with display screen equipment for all staff is mandatory. Eye tests and specialist support are available. Contact your Line Manager or safety coordinator for further information.

Set up the laptop and screen so that a comfortable supported posture can be achieved.

Working with laptops

Hazards	Controls / Actions
Back and upper limb fatigue and discomfort	<ul style="list-style-type: none">• Take regular breaks, stand up and move around.• Minimise time spent working in vehicles and areas not designed for computer work - if necessary find a café where you can work for short periods at a table.• Pay particular attention to posture when working inside a vehicle or in a temporary location.• Avoid working on your computer from the driver's seat and make any changes possible to remain comfortable e.g. adjusting seat, supporting back or legs with a cushion or rolled jacket, using laptop bag to raise screen or as foot rest.• Consider taking extra equipment e.g. separate keyboards, large screen monitors and mice.
Visual fatigue	<ul style="list-style-type: none">• Look away from the screen frequently and blink to lubricate eyes.• Set up the screen so that lights and reflections do not create glare or interfere with the screen display.

Related Training

[Safety at Work: Display Screen Equipment \(DSE\)](#)

Courts of Law

There may be occasions where a 'pool' arrangement for sharing material with other broadcasters can be considered e.g. covering different routes and exits. Potential advantages include reducing staff numbers on location and sharing workload.

Hazards	Controls / Actions
Violence, aggression from court defendants, their supporters, protesters, security or other news teams	<ul style="list-style-type: none"> ▪ Think about the potential for violence on site and attracting delayed retribution from people associated with or hostile to the event. ▪ Where violence is likely, shots of people entering or leaving the court can be filmed from a safe location. ▪ Plan positions for an easy departure. ▪ Withdraw to a safe place if threatened with violence. ▪ Second person or security adviser should be arranged, when aggression is anticipated. ▪ Be aware of other cases on at the same time – people will not know who you are there to film.
Pushing, jostling with other news teams	<ul style="list-style-type: none"> ▪ Plan filming / recording location on recce or on arrival. ▪ Presenters or broadcast equipment operators must make themselves aware of slip, trip and fall hazards before getting involved in action. ▪ Assist by back watching other team members. ▪ Consider the use of a second person when working in scrums.
Being struck by vehicles either involved in case or passing by	<ul style="list-style-type: none"> ▪ Be aware of exits that could be used by vehicles - and choose positions carefully to avoid being struck. ▪ Stay on pavements if possible. ▪ Use high visibility jackets if operating in road or off pavements, particularly in low light conditions.
Risks to general public	<ul style="list-style-type: none"> ▪ Give consideration to pedestrians particularly disabled, elderly and children to ensure that they do not have to step into the road to avoid your activities. ▪ Create a safe working area where possible and consider requesting a press pen from authorities. ▪ Keep walkways free of trip hazards e.g. cables, bags. ▪ Never obstruct emergency exits.
Welfare	<ul style="list-style-type: none"> ▪ Consider long waiting periods and ensure access to toilets, warmth, shelter and food etc.

Related Training

[Lone Working Safety Awareness for Staff](#)

[Manual Handling Awareness Workshop](#)

[News Assignment and Location Safety](#)

[Personal Safety Awareness Managers & Staff](#)

[Public Order](#)

[Safe Working with Cameras and Lights](#)

[Working Safely in Crowds](#)

[Safe Working in Video Journalism](#)

Demonstrations and Protests (Public Order)

For large protests this information may be superseded or supplemented by a specific risk assessment. For expected Public Disorder situations a specific written risk assessment must be carried out.

Protest marches, rallies or unplanned gatherings can be small and self limiting or become riots and civil disturbance. Public Order training is mandatory for events where known hazards exist.

Adequate amounts of pre planning (proportionate to the event) must take place before deployment e.g. contact with your Safety Adviser, the High Risk Team / Corporate Security, training, consideration of team size and inclusion of security personnel, emergency and fall back plans, protective equipment, first aid, selection of broadcast equipment.

- For help and advice in the UK contact Corporate Security: 0208 00 83242
- Internationally, contact the High Risk Team: dlohsshghrsk99@bbc.co.uk

[Detailed help on crowds and public disorder](#)

Hazards	Controls / Actions
Crushing in crowds or police charges	<ul style="list-style-type: none"> ▪ Plan deployment and ensure good working comms on the ground, numbers known to whole team. ▪ Take riot kits - available in Safety Stores, Regional offices and international bureaux. ▪ Unless specifically planned to cover from amongst crowd, retreat to a safe vantage point, e.g. an upstairs window of a nearby building with permission of the owner. ▪ Park vehicles in accessible location, positioned for easy departure. ▪ Plan positions including emergency escape routes & fallback plans. ▪ Take second person and stay alert to changes in situation, leave if crowd behaviour becomes unpredictable.
<ul style="list-style-type: none"> ▪ Thrown debris ▪ Petrol bombs / fire ▪ Weapons ▪ Violence ▪ Tear gas 	<ul style="list-style-type: none"> ▪ Deployers must have a good understanding of hazards, controls and competencies in relation to public disorder and ensure teams are adequately selected, briefed and directed. ▪ It is mandatory that teams covering disorder, riots etc have had training on safety in civil unrest situations. Experience is also a consideration. ▪ Wear suitable protective clothing e.g. fire retardant natural fibres. ▪ Withdraw to a safe area, if faced with direct aggression / if weapons appear and tell deployer. ▪ Riot kits containing equipment (safety glasses, bump cap, mask etc) and first aid kits are available from Safety Equipment Stores and international bureaux.
Debris on ground and foot injury from crushing.	<ul style="list-style-type: none"> ▪ Wear clothing & footwear that will enable easy movement around any debris. Do not wear high heels or sandals / open toed shoes.

Related Training

[News Assignment and Location Safety](#)

[Public Order](#)

[Working Safely in Crowds](#)

[Production Safety: Journalism \(excluding Sport\)](#)

[First Aid Appointed Person Course](#)

[First Aid Re-Certification Course](#)

[First Aid at Work Certificate](#)

Disease

Generic risk assessments covering disease outbreaks are often written by the safety team for large deployments. These can be found on ENPS or on the Safety Alert section of the MyRisks site. You can also check with the Safety Advice Line on:

Tel: 0464 / +44 (0) 370 411 0464 (09.00 to 18.00 – UK time)

People with susceptibility and at increased risk of disease e.g. immuno-compromised, in poor general health, with chronic or serious illnesses or pregnant should check with BBC Occupational Health before covering any disease outbreak / story.

Note: If you can see anyone wearing bio-hazard gear, stay well back (and advise the Newsdesk or your manager).

[Advice for covering disease story](#)

[Health Protection Agency](#)

[WHO: Epidemic and Pandemic Alert and Response](#)

Hazards	Controls / Actions
<p>Human infection – individual cases or outbreaks of serious infection</p> <p><i>These controls also apply to contact with harmful bacteria – e.g. sewage</i></p>	<ul style="list-style-type: none"> ▪ Check with your safety adviser / safety equipment stores if visiting a plague or area of endemic infection and take your own protective equipment as recommended e.g. suitable masks (FFP3), gloves and disposable clothing. ▪ Follow guidance and recommendations of local medical authorities or the World Health Organisation. ▪ Ensure vaccinations and disease prophylaxes are up to date. ▪ Minimise time spent in the area. ▪ Avoid contact with body fluids / human tissue. ▪ Be assiduous with hand washing / cleaning and personal hygiene. ▪ Avoid any contaminated water or food. ▪ Decontaminate broadcast equipment and kit with a fast acting antimicrobial wipe such as Meliseptol from TVC Safety Stores. Call 020857 67568. ▪ Monitor your own health and report to BBC Occupational Health and / or your own GP if unwell.
<p>Animal disease – staff can act as a vector and spread infection outside the contaminated area</p>	<ul style="list-style-type: none"> ▪ Treat potential cases as confirmed cases unless proven otherwise. ▪ Follow specialist guidelines e.g. from DEFRA in UK. ▪ Take protective safety kit and use it if in close proximity to potentially infected animals or contaminated areas. ▪ Follow any instructions from the police or public health officials present at the scene. ▪ Broadcast equipment / kit should not be put down on the ground. ▪ Wear easily cleanable footwear - either disposable waterproof overshoes (from Safety Equipment Stores), or Wellington boots which should be wiped / rinsed off before leaving the scene / getting back into cars etc. ▪ Overshoes to be disposed of before leaving the scene (follow local guidance or discard in a plastic bag & leave behind). ▪ Pay strict attention to hygiene - wash hands with soap and water, or use anti-bacterial gel or wipes before leaving the site.
<p>Emotional trauma</p>	<ul style="list-style-type: none"> ▪ Think about any disturbing story lines and possible impact on mental health and discuss before deployment. ▪ Carry out debrief with colleague or Line Manager after potentially traumatic event / exposure and further debriefs as needed. ▪ Referral into BBC support systems: Occupational Health, HR and BUPA employee assistance line: 0800 269 616 or outside the UK: +44 20 9847 2690.

Disasters

This information should be used during an initial response to a disaster and may be superseded by a specific risk assessment. Generic risk assessments covering disasters e.g. earthquake, tsunami, floods are often written by the safety team for large events & deployments. These can be found on ENPS or on the Safety Alert section of the MyRisks site. You can also check with the Safety Advice Line on: **0464 / +44 (0) 370 411 0464 (09.00 to 18.00 – UK time)**.

Hazards	Controls / Actions
Accidents from tripping, sharp objects and damaged infrastructure	<ul style="list-style-type: none"> ▪ Wear tough sensible shoes and clothing. ▪ Be alert to potential dangers and assist other team members. ▪ Avoid moving at night or take torch / head light.
Fragile and damaged buildings and services: <ul style="list-style-type: none"> ▪ Electric Shock ▪ Burns ▪ Gas leaks / explosion ▪ Steam / scalding ▪ Sewage / health risks 	<ul style="list-style-type: none"> ▪ Recce the area before moving in. ▪ Be alert to damaged buildings and infrastructure (above, on and below ground). Never enter damaged buildings / structures. ▪ Don't stand close to or under structures - to avoid falling material. ▪ Never touch or approach damaged cables or pipe work. ▪ Don't smoke or light fires unless checks have been made that gas or other propellants are absent.
Lack of welfare	<ul style="list-style-type: none"> ▪ Plan to take sufficient water, food, shelter and medical supplies to be self sufficient. ▪ Organise breaks to avoid extreme fatigue.
Poor communications	<ul style="list-style-type: none"> ▪ Ensure you have contact numbers and means of communicating with base.
Disease outbreaks	<ul style="list-style-type: none"> ▪ Maintain good hand washing and personal hygiene. ▪ Avoid contact with body fluids and dead bodies. ▪ Clean and cover cuts and abrasions.
Personal security	<ul style="list-style-type: none"> ▪ Be aware that desperate people may take extreme & uncharacteristic actions to take your food and equipment. ▪ Keep a low profile and avoid displaying supplies or wealth.
Earthquake in area	<ul style="list-style-type: none"> ▪ Use local information sources / BBC Weather for early warning, make evacuation decisions and discuss with deployers. ▪ Stay calm - do not rush outside building. ▪ Open a door to establish an escape route. ▪ Stay away from objects which may easily fall or break, including windows. ▪ Find shelter under a table, doorway or other strong construction. ▪ Protect your head (with a bag, file etc). ▪ Extinguish any small fires if possible. ▪ Start to make your way to the ground floor by the stairs, but do not leave the building because of risks from falling materials - unless it appears to be a safer option. ▪ Take torches and first aid kits. ▪ Never use a lift to escape - use the stairs. ▪ Be aware of local earthquake shelters.
Disaster – covering story	<ul style="list-style-type: none"> ▪ Plan to be self sufficient e.g. shelter, first aid and water etc. ▪ Listen to local briefings and emergency services advice and weather forecasts (local and request from BBC Weather). ▪ Organise shelter away from damaged structures (particularly industrial) or further damage from aftershocks.
Emotional trauma	<ul style="list-style-type: none"> ▪ Think about any disturbing story lines and possible impact on mental health and discuss before deployment. ▪ Carry out debrief with colleague or Line Manager after potentially traumatic event / exposure and further debriefs as needed. ▪ Referral into BBC support systems.

Related Training – as for Hostile Environments

[First Aid at Work Certificate](#)

[Dealing with Trauma Awareness](#)

[Hostile Environment Refresher](#)

[Hostile Environments Training](#)

Doorstepping

Besides possible risks from the target, if doorstep is in a high crime area, taking place at night or likely to stimulate community anger either against the target or the BBC Team, additional risks should be recognised.

All doorsteps must comply with Editorial Policy.

Hazards	Controls / Actions
Doorstepping	<ul style="list-style-type: none">▪ If a confrontational doorstep - get detailed knowledge of the target.▪ Assess the requirement for a second person, back up support or increased team size.▪ Recce the area before hand.▪ Make an emergency plan covering how to escape, include positioning of vehicles and target departing rapidly in vehicle.▪ Evaluate the need for and use Personal Protective Equipment e.g. stab vests if specific threat is identified. <p>Detailed help on doorstepping</p>
Security and personal safety	<ul style="list-style-type: none">▪ Be aware of and discuss with team the local security issues including attitude to the BBC, hostility to journalists and general crime levels.▪ Keep a low profile.▪ Display BBC logo unless there is a good reason not to e.g. if this raises the personal risk.▪ Agree a fall back plan with the team.▪ Ensure deployers are kept up to date with local security and safety risks so that changes to the story can be made if needed.

Related Training

[News Assignment and Location Safety](#)

[Personal Safety Awareness Managers & Staff](#)

[Working Safely in Crowds](#)

[Production Safety: Journalism \(excluding Sport\)](#)

Driving

There is often a need to travel within a very short deadline. On occasions, public transport and taxis may be used but more often individuals will drive themselves or be driven in private vehicles.

All drivers must be qualified drivers, validated through a current driving licence and the BBC Drivers Declaration system. Licence checks will also be required for drivers in international offices. In some locations with low or non-existent driving standards, additional common sense checks by managers on driving competence will be needed.

It is BBC policy that anyone who has reasonable fear for their own safety may refuse to travel with a specific driver or in an un-roadworthy vehicle.

[Detailed help on driving and vehicles](#)

[Detailed help on what to look for in a hire vehicle](#)

Hazards	Controls / Actions
Road accident	<ul style="list-style-type: none"> ▪ All drivers will be qualified drivers, validated through a current driving licence. ▪ Drivers are required to follow the UK Highway code or equivalent international standards. ▪ International drivers must ensure they understand local road rules and hazards. Information can be obtained from the BBC bureau. ▪ Seat belts must be worn when fitted and cars selected wherever possible with working seat belts. ▪ Before starting a journey drivers must familiarise themselves with the vehicle and route. ▪ In some locations (particularly outside the UK) night driving will present a significant additional risk, for example; animals on the road, night traffic, poor visibility, fatigue, bad road conditions and potential for crime. Where this applies a specific assessment must be carried out. ▪ Carry first aid or trauma kit suitable for conditions.
Mechanical failure	<ul style="list-style-type: none"> ▪ Maintain vehicles in safe roadworthy condition. ▪ Report faults and failures through local systems. ▪ Driver checks of tyres, fuel, windscreens and lights. ▪ Personal vehicles must only be used if MOT or equivalent standard is in place. This is part of the BBC Drivers declaration. ▪ All UK BBC vehicles are covered by roadside assistance arrangements where available in the country. ▪ In countries with low standards of vehicle maintenance, reasonable care must be taken to secure a suitable vehicle. All BBC Bureaux can assist with known and reputable local suppliers.
Getting lost or being stranded due to mechanical breakdowns, floods, snow drifts etc. (See also section on weather)	<ul style="list-style-type: none"> ▪ Select the appropriate vehicle(s) for the location, weather conditions and terrain. Including availability of spare parts and repairs based on supplier information, local knowledge and research. ▪ Plan routes using maps, SatNav plus local knowledge where applicable. Choose safest routes e.g. motorways. ▪ Make arrangements for regular contact with base and leave travel plans with base. ▪ Plan and take appropriate equipment and supplies e.g. tow ropes, snow chains, water, shovel, first aid kit and food.
Unsecured equipment and loads	<ul style="list-style-type: none"> ▪ Equipment carried in or on a vehicle must be stored safely and restrained where necessary with lanyards, straps or webbing. ▪ Camera cages are fitted in Newsgathering vehicles. ▪ Selection of vehicles with a secure boot.

Continued on the next page:

Driving to locations continued:

Talking on phone – split concentration leads to accidents and errors	<ul style="list-style-type: none">▪ The use of hand held mobile phones whilst driving is prohibited.▪ Hands free sets are available through BBC telecoms suppliers.▪ Calls using hands free sets when driving must be restricted to urgent business only and kept short. An example is where a significant change in circumstances affects the deployment or journey.▪ Pull over and park for longer calls in a safe location.
Fatigue leading to increased risk of errors and accidents	<ul style="list-style-type: none">▪ Potential for fatigue should be recognised when planning deployments and controls introduced e.g. sharing driving, breaks, overnights.▪ Driver must notify their deployers if fatigued or sleepy and scheduled to drive.▪ If fatigued or sleepy during a journey, driver must find a safe place to stop and notify deployer / base.▪ When planning journey times deployers and drivers must take account of road types and conditions and allow sufficient rest periods. As a guide the European drivers' hours rules require that after 4.5 hours driving, a driver must take a break of at least 45 minutes OR a break of 15 minutes followed by a break of 30 minutes over the period.▪ Drivers should be given the option of making an overnight stay rather than having to complete a long road journey at the end of a working day.▪ Drivers should not drive for more than 10 hours in total during any 24 hours period.▪ Drivers should not be asked to drive after working 12 hours or more. This should be reduced to 11 hours if their total driving time exceeds 4 hours on that day.

Related Training

[First Aid Appointed Person Course](#)

[First Aid at Work Certificate](#)

[Hostile Environment Refresher](#)

[Hostile Environments Training](#)

Off road driving courses and courses to address specific needs can be arranged on request to your Safety Adviser.

Electrical Equipment

Equipment, both mains and battery is used on location. Equipment should be selected for the task and environment when planning deployment.

[Detailed information on work with electricity](#)

Hazards	Controls / Actions
Contact with electricity causing electrical shock and burns. Higher risk environments: wet, damp, humid, dusty.	<ul style="list-style-type: none"> ▪ A competent person ensures that all equipment is adequately maintained, inspected, tested and repaired and records kept. ▪ Permission of the owner should be obtained before any connections to host power are made. ▪ Correct equipment selected for the job e.g. weatherproof connectors for outside use. ▪ Be aware of location of local isolating breaker switches and safety arrangements. ▪ Visual checks should be made of the equipment, cables, sockets and location before connecting to any power source. ▪ Residual Current Devices (RCD) and Martindale testers will be used as deemed appropriate. <p>Link to socket test info.</p> <ul style="list-style-type: none"> ▪ Extreme care should be taken when buying equipment outside of BBC sources, particularly in unregulated locations like markets and some international locations where fakes and low standards are common. No equipment bought in the field should be used in BBC buildings or bureaux without a safety inspection by a competent engineer.
Batteries can cause fire if the terminals come into contact with conductive materials	<ul style="list-style-type: none"> ▪ Batteries should be stored and carried in suitable containers. ▪ Specific arrangements apply to lithium ion batteries and carriage on airlines. Check with the airline. ▪ Batteries need to be disposed of safely according to manufacturer's instructions.
Cables may create trip hazards	<ul style="list-style-type: none"> ▪ All cables to be appropriately routed and / or protected to reduce trip hazard.
Fire	<ul style="list-style-type: none"> ▪ Isolate electrical supply if possible and use carbon dioxide or dry powder extinguisher if competent. ▪ Avoid inhaling fumes from burning plastics. ▪ Call fire brigade.

Related Training

[Electrical Safety - Non-UK](#)

[Electrical Safety Awareness for Managers](#)

[PAT Testing Certificate](#)

[Fire Warden training](#)

Environment

This page covers environmental considerations on location and short notice assignments. For all production / recordings / events an environmental risk assessment should be carried out and appropriate action and mitigation identified.

This advice relates to work on location only, underlying considerations e.g. selection of vehicles and procurement of equipment are managed through departmental and Corporate routes.

Liaise with hosts to ensure any local environmental risk assessments and controls are followed.

Report any environmental incidents through the myRisks accident reporting system.

Hazard	Controls / Actions
Damage to vulnerable sites or sites of special scientific interest Damage to local environmental	<ul style="list-style-type: none">▪ Take advice from managers / custodians of site or the Environment Agency.▪ Remove rubbish from site or dispose of in appropriate bins and recycling facilities.▪ Avoid damage to local vegetation and environment when parking and setting up position.
Spills of fuel from generators or vehicles	<ul style="list-style-type: none">▪ Vehicles and equipment maintained in a safe condition.▪ Park away from vulnerable water sources.▪ Use spill kit in vehicle.
Fumes Nuisance noise	<ul style="list-style-type: none">▪ Minimise time spent with vehicle engine running whilst stationary.▪ Position vehicles and equipment considerately to minimise nuisance noise.

Related Training

[Environmental Management in the BBC](#)

[Environmental Management on BBC Productions and Events](#)

Events

Please note: this section does not cover organising or managing large events or deployments – where a full risk assessment must be carried out and a single point of responsibility nominated.

This section covers small local events under other peoples control e.g. agricultural show or locations where no single person is in charge (for example during the early stages of a major breaking story) there are likely to be hazards present either out of your control or created by other people.

See also section on Broadcast Vehicles.

Hazards	Controls / Actions
Injury Trips, falls, collisions, items falling from height, risks to general public etc	<ul style="list-style-type: none">▪ Talk to others on site before setting up equipment, for example the person in charge of the event, check press arrangements made by organisers.▪ Make yourself aware of hazards on site, particularly vehicle movements and unregulated traffic, create a safe working area.▪ Give consideration to public - particularly disabled, elderly and children.▪ Be aware of changing conditions e.g. darkness, weather.▪ Consider how your work will affect others e.g. trip hazards from cables.▪ Wear suitable clothing & footwear.▪ Never obstruct emergency exits.
Crushing in crowds / unruly crowd	<ul style="list-style-type: none">▪ Unless specifically planned to cover from amongst the crowd and reasonable measures are in place e.g. a second person to act as a backwatcher - find a safe vantage point.▪ Plan positions including emergency escape routes and agree fall back plans.▪ Stay alert to changes in crowd mood and density. If possible, use a second person as a spotter.
Welfare	<ul style="list-style-type: none">▪ Ensure access to toilets, warmth, shelter and food etc.▪ Locate first aid point - if provided.

Related Training

[Safe Management of Live Events](#)

[Safe Management of Audiences](#)

Factories

Hazards	Controls / Actions
General	<ul style="list-style-type: none"> ▪ Discuss required interview / recording activity with company manager, identifying hazards and required PPE (for example hearing protection) and being assigned a guide. ▪ Find out about any emergency and accident procedures. ▪ Avoid distracting or obstructing workers.
Noise	<ul style="list-style-type: none"> ▪ Position away from noisy machinery and limit time exposed to loud noise. ▪ Use hearing protection e.g. ear plugs from Safety Equipment Stores or ear protection as supplied on site.
Moving fork lift trucks / vehicles and other plant and equipment	<ul style="list-style-type: none"> ▪ Use designated pedestrian routes. ▪ Do not distract drivers / machine operators or dazzle with bright lights.
Being struck or entangled in moving machinery	<ul style="list-style-type: none"> ▪ Never enter restricted areas close to machinery. ▪ Stay alert to moving parts at all levels, never put hands or equipment in or close to machinery and avoid wearing trailing scarves or letting hair dangle near moving machines.
Exposure to hazardous substances or fumes	<ul style="list-style-type: none"> ▪ Follow advice from this guide – Chemical section. ▪ Avoid inhaling contents of containers or tanks. ▪ Wash hands after visit. ▪ Decontaminate broadcast equipment and kit with a wet wipe or for bacterial hazards a fast acting antimicrobial wipe such as Meliseptol from TVC Safety Equipment Stores. Call 0208 5767568.
Slips, trips falls	<ul style="list-style-type: none"> ▪ Use designated pedestrian routes. ▪ Avoid stepping in puddles of oil / leaks. ▪ Set up BBC equipment to ensure it does not create risks to others.

Related Training

[News Assignment and Location Safety](#)

Farms, Zoos and Animal Sanctuaries

Many establishments that deal with the public will have risk assessments in place. These can be a source of valuable advice and should be sought out before deployment.

[Detailed help on farms](#)

Hazards	Controls / Actions
Lack of agricultural knowledge	<ul style="list-style-type: none"> ▪ Talk to farmer / Site Manager and find out about any hazards and what you should do on site e.g. slurry pits, grain silos, animals and machinery. ▪ Select suitable vehicle. ▪ Wear appropriate practical clothes and footwear.
Animals - bites, scratches, trampling, crushing, infection	<ul style="list-style-type: none"> ▪ All animals are inherently unpredictable and may respond differently to a stranger and recording activity than to their normal keeper or owner. Be aware of potential for harm when deciding position near any animal. ▪ Avoid close proximity (e.g. entering cage, pen or field) of large/unpredictable animals. ▪ All other animals should only be approached or handled under the supervision of the farmer, zoo keeper or competent employee assigned as a guide.
Collision or falls from vehicles	<ul style="list-style-type: none"> ▪ If using site vehicles to record from, the activity must be sanctioned by the owner / manager of the site (not the driver) and points in the section on recording from vehicles followed. ▪ Check insurance implications. ▪ Be aware of agricultural vehicles - drivers can have poor visibility in agricultural and other machinery. ▪ Quad bikes etc – head protection to be worn. Bikes used for manufacturers intended purpose, not overloaded and training received.
Hazardous substances such a fertilisers, weed killers, dusts etc	<ul style="list-style-type: none"> ▪ Avoid areas with dusts or fumes. ▪ Teams must not be in the vicinity or down wind of crop spraying.
Zoonoses and general infection for example E Coli	<ul style="list-style-type: none"> ▪ Don't eat or drink in animal contact areas. ▪ Wash hands before eating, drinking or smoking. ▪ Decontaminate broadcast equipment and kit with an antimicrobial wipe such as Meliseptol from TVC Safety Equipment Stores. Call 0208 5767568.
Miscarriage risk to pregnant women from Chlamydia	<ul style="list-style-type: none"> ▪ Pregnant members of the team must not go near sheep or any animals that are pregnant or have recently given birth or aborted. ▪ Information on Chlamydia available from the Health Protection Agency site.

Contact the BBC Safety Advice Line for generic risk assessments e.g. for Avian Flu, Foot & Mouth and Blue Tongue. Tel: 0464 / +44 370 411 0464

Related Training

[News Assignment and Location Safety](#)

Fire / Explosion Hazards

[General information on fire](#)

Hazards	Controls / Actions
Burns	<ul style="list-style-type: none"> ▪ Approach with caution if first on the scene and park safely at incident site. ▪ Select position upwind of fire / smoke and park so vehicle can be moved at short notice and does not obstruct emergency vehicles. ▪ Contact the Incident Control if available to get information on hazards at site. ▪ Keep up to date with developing incident and be ready to evacuate position if conditions change. ▪ Cordons set up by emergency services should be respected. ▪ Wear natural fibres for fire resistance. ▪ Single ops must always notify deployer of intentions and in a bush fire or similar situation take a second person or link up with another broadcaster. ▪ Be aware of bush / crop / grass fires advancing on multiple fronts. Liaise with local fire services.
Struck by flying debris and falling structures	<ul style="list-style-type: none"> ▪ Avoid standing directly below fire / incident or immediately down wind. Particularly in a tall building fire where windows and other debris can fall around the site.
Smoke and dust inhalation	<ul style="list-style-type: none"> ▪ Stay upwind of fire / blast site and plan fall back / evacuation routes. ▪ Use FFP3 mask (Safety Stores) to get out of area if breathing in smoke (this is not to enable longer stays in smoky area – only to escape).
Emergency vehicle movements	<ul style="list-style-type: none"> ▪ Do not obstruct emergency service vehicles.
Asbestos fibres from fire / building collapse	<ul style="list-style-type: none"> ▪ Position away and upwind from smoke / debris cloud. ▪ Avoid breathing smoke and dust. ▪ Shower and change clothes without shaking them out. ▪ All contaminated clothing should be bagged (and sealed) and either disposed of as asbestos waste or sent to specialist laundry. ▪ Contact BBC Occupational Health and your Safety Adviser if you believe you have been exposed to asbestos during a fire or building collapse.
Noise	<ul style="list-style-type: none"> ▪ Position away from loud noises and consider use of hearing protection.

Working in an unfamiliar building / overnights in hotel

Fire	<ul style="list-style-type: none"> ▪ Note safe route out of building and assembly point. ▪ Managers of premises in the UK have a legal responsibility to ensure that suitable evacuation procedures are in place. ▪ Disabled people working in non BBC buildings must notify the site manager of their emergency evacuation needs.
------	---

Related Training

[News Assignment and Location Safety](#)

Floods – Inland

Floods are an increasing risk in the UK and internationally. As these can be in ordinary residential neighbourhoods or familiar settings the risks can be hidden.

If in place: Contact flood incident control centres / environment agencies / fire and rescue services to identify hazards and changing conditions.

Safety Equipment Stores and some international bureaux have supplies of compact and discreet life jackets that can be worn without interfering with free movement or the shot.

Be aware that underwater hazards e.g. missing manhole covers can be a result of displacement by the volume of water – they can also be removed to let flood waters drain or by vandals. BBC people have fallen into these holes and the results could have been fatal.

Hazards	Controls / Actions
Drowning, being swept away, falling down drains, dislodged drain covers, underwater debris, floating debris etc	<ul style="list-style-type: none"> ▪ Do not enter water unless the ground can be clearly seen – even in apparently benign circumstances, serious accidents from falling into uncovered manholes have occurred. ▪ Do not set up positions where rising flood waters or sudden release of water could unbalance you or your colleagues or damage kit. ▪ Check weather reports and keep up to date with changing conditions. ▪ Make plans to cover evacuation of areas at short notice. ▪ Ensure comms in place and working. ▪ Only in exceptional circumstances enter the water. This should be planned; to and from a safe position, using adequate support to prevent loss of footing and have a back up plan. ▪ Never enter fast flowing water – if this is an operational requirement you must contact your deployer or Safety Adviser for advice on harnesses and anchor points.
Using small local boats e.g. inflatable or row boats	<ul style="list-style-type: none"> ▪ Get permission from skipper / owner who should be told what is planned by the BBC and who should explain local arrangements. ▪ Wear suitable life jacket.
Electric shock	<ul style="list-style-type: none"> ▪ Keep equipment dry & use battery equipment as preference. ▪ Use circuit breakers if connecting to mains power.
Hypothermia	<ul style="list-style-type: none"> ▪ Wear suitable weatherproof clothing and take a change of clothes. ▪ Plan breaks / rest periods and ensure hot food and drinks are taken. ▪ Be aware that hypothermia can affect your ability to make correct decisions and look out for colleagues.
Infection - all flood water is potentially contaminated by sewage	<ul style="list-style-type: none"> ▪ Do not eat, drink or smoke without washing or cleaning hands. ▪ Carry hand wipes or hand cleaner. ▪ Avoid touching your face and eyes in flood situations. ▪ Wash and change clothes as soon as possible when out of the area. ▪ Clean and cover cuts or abrasions with waterproof dressings. ▪ Good personal hygiene. ▪ Consider possibility of Weil's disease if experiencing flu-like symptoms after covering a flood. ▪ Decontaminate broadcast equipment and kit with an antimicrobial wipe e.g. Meliseptol from Safety Equipment Stores. Call 0208 5767568.
Driving to flood	<ul style="list-style-type: none"> ▪ Avoid entering fast flowing water or water over axle height. ▪ Check level of water if unsure as water depth can be deceptive e.g. using a stick.
Injury from collapse of unsafe structures	<ul style="list-style-type: none"> ▪ Floods can undermine walls and structures – make a visual check when close to walls and keep a safe distance.

Related Training

[News Assignment and Location Safety](#)

Heights

It may be necessary to go to areas where there is potential for a fall from height, above or below ground level. Serious injuries can be sustained from even low falls, but the risk of death increases with height.

Avoid work at height or over excavations, pits or other drops where there is a risk of falls. Carry out a recce of the area to find a safe position. If you cannot do this then find another way to cover the story or follow these controls to prevent falls:

Fall arrest equipment – harnesses or nets that **minimise** the fall distance can only be used by trained and competent people using a well defined safe system of work and is not covered by this guide. BBC states that individuals are free to choose not to work at height.

See also sections on ladders and scaffolds.

[Detailed help on working safely at height](#)

Hazard	Controls / Actions
Fall	<ul style="list-style-type: none"> ▪ Check for fragile roofs and weight bearing areas – to ensure they will support the team and equipment. Look for safety signs – but remember that ‘no sign’ does not mean the roof is safe. Unless the roof is regularly used by people or has been designed for access – assume it is fragile and not to be used. Roofing materials can be damaged, loosened or deteriorate with age and weather. ▪ Avoid walking near roof lights, gaps, holes or on sloping surfaces. In natural environments avoid loose surfaces, insecure footings and unstable ground. ▪ Choose an area to work where all edges are fitted with a waist height (approx 1 meter) wall, parapet or robust barrier. ▪ Where no safety barrier is present, a safe distance (minimum 2 metres) should be maintained from the edge at all times. ▪ Use effectively anchored fall prevention / restraint arrangements (to prevent you reaching the edge) e.g. safety ropes and harnesses which must be used under the supervision of a competent person. Equipment available from TVC Safety Stores. ▪ If these controls are not practical do not work at height.
Dropping items onto people below	<ul style="list-style-type: none"> ▪ Items of equipment must be effectively secured, for example by attaching to belts or lanyards, doing up pockets or using other ties. ▪ Take into account the effects of wind / weather and make sure equipment cannot be blown off edges.
<ul style="list-style-type: none"> ▪ Ladder collapse or fall ▪ Persons falling from ladder 	<ul style="list-style-type: none"> ▪ Use for short duration jobs only. ▪ Avoid overreaching. ▪ Ladders can only be used if they are: <ul style="list-style-type: none"> ○ Industrial quality ○ In good condition ○ On a secure footing ○ At an angle of 4 to 1 ○ Secured in place. ▪ The user must maintain three points of contact with the ladder at all times.
Wind or bad weather - increasing risk of falling or dropping equipment.	<ul style="list-style-type: none"> ▪ Check weather forecast and local patterns. ▪ Where there is no edge protection avoid work at height in high winds or adverse weather e.g. rain, snow and ice.

Related Training

[News Assignment and Location Safety](#)

[Safe Working at Height \(Part 1 \)](#)

[Safe Working at Height \(Part 2 \)](#)

Homes

Working in peoples homes, can be by invitation (low risk) or unsolicited e.g. doorstepping, which is higher risk. You also need to consider how your work could injure others including children.

Hazards	Controls / Actions
Doorstepping <i>See also the JSG section on doorsteps</i>	<ul style="list-style-type: none"> ▪ If a confrontational 'doorstep' - get detailed knowledge of the target. ▪ Assess the requirement for a second person, back up support or increased team size. ▪ Recce the area before the doorstep. ▪ Make an emergency plan covering how to escape, including vehicles. ▪ Use Personal Protective Equipment e.g. stab vests. <p>Detailed help on doorstepping</p>
Aggression from owner	<ul style="list-style-type: none"> ▪ Only enter a home with householders consent. ▪ Identify BBC and reason for presence at door. ▪ Position near door and be aware of exit routes - don't let the individual get between you and the door. ▪ Where questioning upsets the owner to a point they are becoming aggressive, try to calm the situation or leave.
Poorly maintained or damaged electrical socket outlets – electric shock and burns	<ul style="list-style-type: none"> ▪ Use battery equipment as a preference to mains power if possible. ▪ Use RCD when plugging equipment into sockets. ▪ Use Martindale tester to check that the earth, live and neutral are the right way round (polarity testing) as appropriate. Link to socket test info. ▪ Check supply and ensure your equipment will not overload circuit. ▪ Never use damaged sockets.
Fire – burns	<ul style="list-style-type: none"> ▪ Place lights to prevent accidental contact and children knocking over lamps. ▪ Maintain safe distances from flammable materials – so they do not become hot. ▪ Ensure adequate space is maintained for evacuation in an emergency.
Pets - bites, scratches, allergies, etc	<ul style="list-style-type: none"> ▪ Where necessary arrange for pets to be kept in a separate room.
Insect infestation	<ul style="list-style-type: none"> ▪ If contact with fleas, lice etc. Wash hands and clothes thoroughly and seek advice if needed.

Teams are reminded not to be alone with children and minors, a parent or other responsible adult must be present at all time. Refer to BBC Legal Guidance:

[People Polices – Working with children](#)

Related Training

[News Assignment and Location Safety](#)

[Personal Safety Awareness Managers & Staff](#)

Hospitals

Hospitals can vary from NHS flagships to bush clinics dealing with tropical diseases. Besides our safety, we must make sure that our activity is not going to cause problems for patients or staff.

If filming in operating theatres – select team as far as possible to minimise the risk of passing out during the operation. Take advice on behaviour, equipment and position in theatre.

Hazards	Controls / Actions
Introducing infection to hospital	<ul style="list-style-type: none"> ▪ Avoid going to clinical areas or seeing patients if unwell (colds, flu etc). ▪ Do not visit within 72 hours of any diarrhoea or vomiting. ▪ Wash hands on arrival and departure from clinical areas. ▪ Most hospitals don't like you to sit on beds – ask first. ▪ Follow any instructions given by ward or clinical staff.
Trips and obstructions	<ul style="list-style-type: none"> ▪ Check with local staff where to set up and make sure your cables are managed safely. ▪ Be considerate of fast moving hospital staff in emergencies and patients with poor vision.
Infection to BBC team general	<ul style="list-style-type: none"> ▪ Discuss visit with hospital administration / senior clinical staff and follow their guidance and comply with any protective measures needed e.g. wearing protective clothing, exclusion areas etc. ▪ Wash hands when leaving clinical areas.
Infection to BBC team – plague or outbreaks of serious infection	<ul style="list-style-type: none"> ▪ In countries with poor infrastructure, check with your Safety Adviser / Safety Equipment Stores if visiting a plague or area of endemic infection and take your own protective equipment. ▪ Minimise time spent in the area. ▪ Avoid contact with body fluids. ▪ Be assiduous with personal hygiene. ▪ Decontaminate broadcast equipment and kit with a fast acting antimicrobial wipe such as Meliseptol from TVC Safety Equipment Stores. Call 0208 5767568. ▪ Monitor your own health and report to BBC Occupational Health and your own GP if unwell.
Electrical equipment interfering with hospital systems	<ul style="list-style-type: none"> ▪ Obtain permission to use sockets before connecting any broadcast equipment and never unplug hospital kit without checking first. ▪ Carry out a visual check of power sockets before using. ▪ Get permission to use mobile phones / radio cams or switch them off.
Risks from diagnostic equipment e.g. X ray, MRI or other scanners	<ul style="list-style-type: none"> ▪ Beware of potential risks from diagnostic equipment and take advice from specialists in area.
Accidental needle stick injuries	<ul style="list-style-type: none"> ▪ Tell clinical staff and follow their guidance. ▪ If this is not available: <ul style="list-style-type: none"> ○ Quickly wash area & clean wound with antiseptic. ○ Contact BBC Occupational Health as soon as possible. ○ Report as an accident to your Line Manager.
Emotional trauma	<ul style="list-style-type: none"> ▪ Think about any disturbing story lines and possible impact on mental health. ▪ Discuss possible problem areas before deployment. ▪ Carry out debrief with colleague or Line Manager after potentially traumatic event / exposure. ▪ Further debriefs as needed. ▪ Referral to BBC support systems.

Hydraulic Hoists / Mobile Elevated Work Platforms

Cherry pickers, scissor lifts etc.

Elevated platforms may be used for filming top shots.

BBC states that individuals are free to choose not to work at height.

[Detailed help on hoists etc](#)

[Detailed help on extendable equipment](#)

[Pre vetted contractors](#)

Hazards	Controls / Actions
Hoist toppling over because of unstable ground	<p>It is mandatory to use a pre vetted contractor in the UK.</p> <p>Hoists not formally contracted to BBC e.g. already at a location can only be used if:</p> <ul style="list-style-type: none"> ▪ Consent of owner and or hirer is obtained for the activity. ▪ Operator understands what BBC is planning and briefs the team. ▪ Activity planned is within normal operating limits for equipment. ▪ Hoist operator has a recognised training certificate for the use of the plant and plant has current inspection certificate. ▪ Arrangements are in place for equipment failure. ▪ Arrangements in place to ensure that the hoist can be lowered safely in the event of an emergency.
Persons falling from hoist including during hoist failure	<ul style="list-style-type: none"> ▪ Safety barriers – built into hoist – in non UK locations user must check these are present and of sufficient height (approx 1 metre) and strength. ▪ Use of fall restraint harness on secure anchor points. ▪ Never move equipment about site with people in hoist platform / bucket.
Items falling from hoist	<ul style="list-style-type: none"> ▪ Secure items in bucket / on hoist, lanyards, ropes and clips available from Safety Equipment Stores.
Overhead hazards such as power lines	<ul style="list-style-type: none"> ▪ Check with person in control of the site before job starts. ▪ Visual check of all overhead hazards before any hoist is used. ▪ Use safe distances to avoid any power lines (safe horizontal distance is 15 meters from power lines, taking into account the potential reach of the hoist, crane or jib and the broadcast equipment).
Wind & Lightning	<ul style="list-style-type: none"> ▪ Check weather reports including wind speeds. ▪ Stop work if wind, adverse weather or storms are expected.
Welfare, hypothermia and sunburn / dehydration	<ul style="list-style-type: none"> ▪ Suitable clothing and sunscreen etc. ▪ Take water and food aloft if working at high position for long periods. ▪ Managed hours of work and breaks / refreshments. ▪ Plan toilet arrangements. ▪ Ensure effective comms are taken e.g. mobile phone and a line of communication established with team on the ground and equipment operator.

Related Training

[News Assignment and Location Safety](#)

[Safe Working at Height \(Part 1 \)](#)

[Safe Working at Height \(Part 2 \)](#)

Laboratories

Some laboratories will require stringent checks and precautions before agreeing entry to premises. Early planning will make any requirements clear before arrival.

Hazards	Controls / Actions
Biological, chemical or other contamination, radiation or magnetic fields	<ul style="list-style-type: none">▪ Discuss visit with laboratory administration / senior research staff, follow their guidance and comply with any protective measures needed e.g. wearing protective clothing, exclusion areas etc.▪ Wash hands when leaving the laboratory.▪ Avoid touching any chemicals or biological cultures.▪ Find out about safety and emergency procedures.▪ Where needed, decontaminate broadcast equipment and kit with a fast acting antimicrobial wipe such as Meliseptol from TVC Safety Equipment Stores. Call 0208 5767568.
Trips and obstructions	<ul style="list-style-type: none">▪ Check with local staff where to set up and make sure your cables are managed safely.
Electrical equipment interfering with scientific systems	<ul style="list-style-type: none">▪ Get permission to use any sockets before connecting equipment.▪ Carry out a visual check of power sockets before using.▪ Consider how broadcast equipment can be damaged by high voltage power or radiation sources for example arcing or strong magnetic fields (MRI Scanner).

Lighting Equipment

Pre vetted contractors

Hazards	Controls / Actions
Electric shock – increased risk in wet, damp or dusty areas.	<ul style="list-style-type: none">▪ When hiring lights it is mandatory to use a pre vetted contractor in the UK.▪ Select the appropriate light for the job.▪ Lights will be supplied or maintained by BBC staff or other reputable supplier.▪ Positioned and operated by suitably trained and experienced personnel.▪ Visual checks should be made of the equipment, cables, sockets and location before connecting to any power source.
Fire and burns from contact with hot surfaces	<ul style="list-style-type: none">▪ Carry out regular checks and constant supervision of hot lights.▪ Avoid accidental contact with fabrics and flammable materials or sufficient heat transfer to cause smouldering or ignition – distance from materials should be sufficient to stop materials heating up.▪ Secure lamps & stands to avoid movement.▪ Keep hot surfaces out of children’s reach.▪ Allow adequate time for lights to cool before stowing.
Cuts from exploding bulbs	<ul style="list-style-type: none">▪ Safety glass in lamps.▪ Take out of service if dropped.▪ Inspect glass and replace immediately if faulty.
Trips and injury from lamp stands	<ul style="list-style-type: none">▪ Weigh down or secure lighting stands if wind or air movements are likely to cause it to tip over.▪ Avoid placing stands in busy areas.
Trips from cables	<ul style="list-style-type: none">▪ Position cables to avoid crossing walkways.▪ Where this is not practical – make sure they are flown, matted or taped down.
Smoke from the burning in of new bulbs can affect smoke detectors	<ul style="list-style-type: none">▪ Be aware of smoke created by new bulbs and risk of triggering smoke detector.

Related Training

[Electrical Safety - Non-UK](#)

[Electrical Safety Awareness for Managers](#)

[PAT Testing Certificate](#)

[Safe Manual Handling -Camera & Sound Ops](#)

[Safe Working with Cameras and Lights](#)

[DV Lighting Safety Course](#)

[Safe Working in Video Journalism](#)

Lone Working

News personnel may be working on their own gathering information, reporting, researching, doing interviews or recording scenes away from base. Some situations / stories will not be suitable for a lone worker, for example where there is potential for violence, crime, crowds etc.

Deployers must always be satisfied that assignments are suitable for lone workers before deployment.

[Detailed help on lone working](#)

[Detailed help on personal security](#)

[Detailed help on self ops shooting](#)

Hazards	Controls / Actions
Violence or disruption from members of the public or subjects of the filming (See also section on Violence)	<ul style="list-style-type: none"> ▪ Deployer will assess if the individual is suitable for the work and brief them. ▪ Carry a mobile phone – with number known to the deployer. ▪ Schedulers know where staff are and when they should return. ▪ Failure to check in / return by a pre-determined time to initiate pre agreed emergency arrangement including contact with BBC Safety Adviser.
Slips and trips	<ul style="list-style-type: none"> ▪ Recce the area. ▪ Wear sensible footwear. ▪ If you need to track back then consider taking a second person with you. ▪ Tracking backwards without a second person should only be carried out for very short distances after a thorough check to ensure the ground is level & clear of obstacles. Ideally any moves should be rehearsed.
Manual handling – risk of upper limb or back injury e.g. single op (see also section on Manual Handling.)	<ul style="list-style-type: none"> ▪ Plan job to minimise lifting and carrying. ▪ Use trolley and backpacks. ▪ Use door-to-door transport if available. ▪ Share load with others e.g. taxi driver, porter.
Personal safety	<ul style="list-style-type: none"> ▪ Check local conditions and avoid high risk situations e.g. night work. ▪ Research area and identify risks to personal safety and potentially vulnerable individuals. ▪ If security risks identified by research, use BBC Corporate Security advisers to plan work and controls. ▪ Avoid displaying valuables and equipment. ▪ Ensure work is adequately resourced to cover fares and contingencies. ▪ Wear / take suitable clothing, footwear and personal protective equipment. ▪ Personal safety and lone working training available.

Related Training

[Lone Working Safety Awareness for Staff](#)

[Manual Handling Awareness Workshop](#)

[News Assignment and Location Safety](#)

[Personal Safety Awareness Managers & Staff](#)

[Safe Manual Handling -Camera & Sound Ops](#)

[Safe Working with Cameras and Lights](#)

[Production Safety: Journalism \(excluding Sport\)](#)

[Safe Working in Video Journalism](#)

Manual Handling

Lifting and carrying equipment e.g. broadcast equipment, lights, tripods, batteries, flight cases, etc, in and out of vehicles and to and from location. All staff required by their job to routinely carry loads should have manual handling training identified by their manager, including specialised training for camera operators: Safe Manual Handling Camera and Sound Ops.

Note: Large items and difficulties caused by the environment may require a separate risk assessment or be covered by departmental generic assessments.

[Detailed help on manual handling](#)

Hazards	Controls / Actions
<p>Moving loads on location</p> <p>Back injuries, muscle strains, work related upper limb disorders.</p>	<ul style="list-style-type: none"> ▪ Take every opportunity to avoid and minimise any lifting and carrying e.g. parking close to location, using trolleys, rucksacks and aids, sharing the load with a second person, minimising what is carried to essentials, using lifts not stairs etc. ▪ Information / labelling on loads given - all equipment weighing more than 15kgs are marked with weight and centre of gravity. ▪ Use the manual handling aids available e.g. wheeled cases, backpack. ▪ Get help from colleagues, porters etc. ▪ Use safe lifting techniques e.g. get close to the load, plan where it is going, bend the knees and lift with the load close to your body, avoid twisting the back when carrying or placing the load.
<p>Moving loads in car boots</p>	<ul style="list-style-type: none"> ▪ NG vehicles are selected with low boot / loading edges. ▪ Hire cars selected with good access to boot. ▪ Park as close to drop off point as possible or consider dropping off kit before parking. ▪ Use good techniques to avoid twisting and bending. ▪ When loading and unloading items, stand close to the load and avoid over-stretching and twisting. ▪ When loading the car place the item in the boot close to you and then slide or rock it to the rear if necessary. ▪ If possible secure items in the boot near to you so you don't have to stretch to reach them. ▪ When unloading always slide a load towards you before attempting to lift it. Again, avoid twisting the spine while lifting.
<p>Camera operations</p> <p><i>Summarised from information on link above</i></p>	<ul style="list-style-type: none"> ▪ If using the flip-out screen causes discomfort in shoulders, brace your arms against your body and use the viewfinder instead. ▪ Kneel or spread legs to lower the shot height, don't bend your back. ▪ Cradle the camera at waist height when shooting seated people or children. ▪ When standing still you could take the strain off your lower back by resting one foot on a slightly higher level such as a box, bag or step. ▪ Rest the camera on a mounting if possible. If a tripod is not available use a wall, chair, table or window ledge to support the camera, and consider using a monopod as a mobile alternative. ▪ If you are placing the camera on the ground to take a low-angle shot, prop the front of the camera up with something small (i.e. a cassette box) to avoid stooping for a long time to hold the shot. ▪ When shooting long interviews sit down if possible and use the flip-out screen to reduce fatigue in your body and eyes.

Related Training

[Manual Handling Awareness Workshop](#)

[Safe Manual Handling -Camera & Sound Ops](#)

Noise

Teams should be aware of how noise can be harmful through loudness, distance and duration. Loud noise can have long term effects on hearing, from a variety of sources like headphones, speakers and the local environment e.g. explosions, events, music etc.

For specialised location work where high noise levels are expected e.g. US Election, a risk assessment should be carried out. Individually moulded earpieces which reduce noise exposure are available for in-vision use. Be aware that moulds need to be made, so adequate time must be allowed. For out of vision use, attenuating headsets are available. Check with Newsgathering Operations or your Safety Adviser.

[Detailed help on noise](#)

Hazards	Controls / Actions
Loss of or impaired hearing (temporary or permanent)	<ul style="list-style-type: none">▪ Where you have to shout to make yourself heard at around 2 metres there needs to be additional effort made to lower your exposure, e.g. by reducing how long you stay there and / or using hearing protection.▪ In industrial environments ask your host what their own staff use. Particularly where mandatory protection is required as this may be specific to the type of noise.▪ Deployers arrange for hearing protection when assigning staff to a foreseeably noisy place.▪ Noise levels reduce with distance so teams should position themselves away from loud noise.▪ Reduce time exposed to high noise levels.▪ Take appropriate hearing protection (available from Safety Equipment Stores) or request from host at some locations e.g. factories and insert according to manufacturers instructions.▪ For high or unexpected exposures – contact your Safety Adviser or manager on return to base.
Noise exposure through headphones	<ul style="list-style-type: none">▪ Headphones are fitted with noise limiters or separately assessed.

Related Training

[Noise Assessment Competency Course](#)

[Noise at Work - Awareness Course](#)

Non Ionising Radiation

Equipment such as mobile phones and wireless cameras emit small amounts of non ionising radiation. Simple controls will protect individuals against effects such as partial or whole body heating.

Information on radiation

Hazards	Controls / Actions
Non-ionising radiation can cause partial or whole body heating	<ul style="list-style-type: none"> ▪ Dishes on vehicles. The height and direction of the dishes normally precludes the likelihood of anyone being exposed to harmful levels of radiation. This should be considered before operating any dishes. ▪ Display warning signs in line with training received in safe use. ▪ Use sat phones in accordance with manufacturer's instructions e.g. set up so that people are not in the direct path of the waves which are transmitted in a cone shaped path from the equipment – see details * below. ▪ Make sure you have been trained on their use before deployment. Technical training and information available through local line management and Newsgathering. ▪ Report any defect or damage to line management.
*Nera / M4 / Bgan	<ul style="list-style-type: none"> ▪ Keep area clear 2 metres in front of the device – to avoid non ionising radiation field emitted in a tight cone in front of the kit.
*Immarsat B Terminal	<ul style="list-style-type: none"> ▪ Safety zone required - 6 metres. ▪ Used for special deployments only where safety zone can be maintained e.g. Arctic.
*Thuraya / Iridium phones	<ul style="list-style-type: none"> ▪ Open antenna and use with antenna pointing to sky. ▪ Phone has message display that communicates this information.
Mobile phones** Mostly expose the tissues of the head nearest to the phone's antenna to non ionising radiation. <i>**Information from Health protection Agency (HPA)</i>	<ul style="list-style-type: none"> ▪ Hold with antenna around 2 cm from the head. ▪ Localised exposure is measured as the Specific Absorption Rate (SAR) of energy in the head. ▪ European guidelines advise localised SAR should not exceed 2 watts per kilogram. ▪ All phones sold in the UK have to be tested to ensure they produce SARs below the above figure. ▪ SAR values for specific phone models can be found through the Mobile Manufacturers Forum (MMF) website and range up to around 1.5 watts per kilogram. ▪ If sourcing phones outside reputable suppliers / non European brands – check SARs values are below UK recommended levels: http://www.mobile-phones-uk.org.uk/sar.htm ▪ Never use hand held mobile phones when driving. ▪ Keep any calls using hands free to essential calls only, for a minimum amount of time.

Offices

Offices are workplaces and the occupants have a responsibility for the safety of visitors. This should be achieved by communication and co-operation between BBC staff and their hosts.

They are generally low risk workplaces however our activities, recording and filming, are not routine for the occupants.

All BBC equipment taken on site should be in good condition, maintained and have a current PAT label. Permission must be sought and granted to use host electrical supply. Report any accidents to BBC and host.

Hazards	Controls / Actions
Lack of knowledge of building and layout	<ul style="list-style-type: none">▪ Get permission from owner / host who should understand what is planned and explain the local arrangements put in place for the team on site e.g. fire and evacuation arrangements.
Slips and trips	<ul style="list-style-type: none">▪ When setting up, avoid trailing cables and trips over equipment.
Electric shock from poorly maintained or damaged electrical socket outlets	<ul style="list-style-type: none">▪ Make a visual check of outlets - damaged sockets should not be used.▪ When plugging equipment into sockets use RCDs.▪ Use Martindale testers to check that the earth, live and neutral are the right way round (polarity testing) as appropriate. <p>Link to supply testing</p>
Fire - close proximity of camera lighting to flammable furnishings	<ul style="list-style-type: none">▪ Position camera lighting at safe distances from flammable materials – to prevent heating of furnishings.▪ Never block emergency exits.
Burns - contact with hot lights	<ul style="list-style-type: none">▪ Place lights to prevent accidental contact.▪ Allow adequate time for lights to cool before stowing.

Related Training

[PAT Testing Certificate](#)

Ports / Harbours / Docks

Different hazards will be present at industrial docks to a yachting marina. Check ahead with location what is required.

This risk assessment does not cover working on boats – see section 'working on or near water' for these controls.

Hazards	Controls / Actions
<ul style="list-style-type: none">▪ Falling off piers▪ Drowning or crushing by boats in the water▪ Moving vehicles▪ Moving plant, loads and machinery	<ul style="list-style-type: none">▪ When visiting harbours and docks make contact with site management to discuss the BBC activity, identify hazards and agree any controls required.▪ In industrial settings high visibility jackets and hard hats are likely to be required, with closed flat, sturdy shoes. Some docks will also require steel toes capped safety shoes. Check ahead at location. All equipment is available from Safety Stores.▪ Be aware of vehicle and crane movement.▪ Stay on designated walkways.▪ For work above water – wear a life jacket where there is a risk of entering the water.▪ Agree a plan for emergencies.▪ Observe on-site speed limits.

Related Training

[News Assignment and Location Safety](#)

Pregnancy

UK law requires that a specific and stand alone risk assessment is in place for new and expectant mothers, the BBC requires this at the earliest opportunity, once advised by an employee. For news location work key points are made below but are not a substitute for individual risk assessment. Please note that some risks may be highest in early pregnancy before notification is made to your manager. Responsibility rests with the individual as well as the employer. Advice can also be sought from your obstetrician or midwife.

[Detailed help on pregnancy and risk assessment](#)

Hazards	Controls / Actions
Animals Some can carry harmful organisms e.g. sheep / aborted lambs carry Chlamydiosis which causes miscarriage in humans	<ul style="list-style-type: none"> ▪ No pregnant woman should cover a story at a sheep farm, abattoir or at places where sheep may be present e.g. agricultural show. ▪ Avoid covering animal stories to minimise risk of any organism that could harm the foetus or mother. <p>Information on sheep disease from HPA</p>
Rash, illness and other diseases	<ul style="list-style-type: none"> ▪ Avoid sending pregnant staff to classrooms or interviews with someone with a rash or illness. ▪ Individual to inform her midwife, GP or obstetrician if she has contact with person with a rash.
Hazardous substances including chemicals and radiation	<ul style="list-style-type: none"> ▪ Any risk of exposure to ionising radiation or a hazardous substance likely to affect the foetus or mother must be avoided. <p>Contact:</p> <ul style="list-style-type: none"> ▪ Safety Advice Line: +44 (0) 370 411 0464 ▪ BBC Occupational Health: +44 (0) 800 082 8080
Vibration and noise	<ul style="list-style-type: none"> ▪ Don't work with severely vibrating equipment. ▪ Minimise any off road travel and take specialist advice on personal risk from whole body vibration or where the abdomen is exposed to shocks and jolts. ▪ Exposing a foetus to very loud noise should be avoided as a reasonable precaution.
Lifting and carrying	<ul style="list-style-type: none"> ▪ Hazardous manual handling e.g. heavy loads, long carry distances etc should be avoided and if unavoidable, individually assessed. ▪ Work within your own limitations and ask for help where needed.
Hazardous environments <i>Pregnant women must discuss risks of working in a hostile environment as soon as possible with their manager and High Risk Team. A separate risk assessment is required.</i>	<ul style="list-style-type: none"> ▪ Body armour does not provide any ballistic protection for the unborn child; manufacturers of body armour will not commit to or guarantee any protection being given by armour to the baby. ▪ Ensure medical details e.g. blood groups, specialist help etc are known and a robust emergency plan is in place. ▪ As pregnancy progresses, particularly in third trimester (week 26 onwards), mobility is likely to reduce, compounded by an altered centre of gravity that can affect balance.
Tiredness and fatigue	<ul style="list-style-type: none"> ▪ Duration and contact of work must be managed by both deployer and individual.
Lack of good medical care	<ul style="list-style-type: none"> ▪ Identify suitable local hospitals in advance of remote or international deployments - in case of emergency.

Press Conferences

Political announcements, police statements, product launches and disaster management updates are commonly covered at a press conference ('Pressers'). These vary from pre-planned controlled events to potentially hazardous ad hoc situations where the risk will depend on the size, location (indoor or outdoors), type of conference, the mood of the audience and access to the public.

Hazards	Controls / Actions
General hazard & fire	<ul style="list-style-type: none"> ▪ Consider position to get safe access to stage and exits. ▪ Check the location of emergency exits – never block access and fire routes.
Electrical safety	<ul style="list-style-type: none"> ▪ Be aware of electrical safety e.g. when using power supplies for lighting or when connecting recording equipment to audio / video distribution systems. Check with host before using outlets.
Slips and trips	<ul style="list-style-type: none"> ▪ Avoid cables and equipment in walkways. ▪ Cover trailing cables.
Podium / Falls	<ul style="list-style-type: none"> ▪ If standing on / working from a podium consider potential to support load of assembled press. ▪ Check height and edging – raised edges are useful to indicate the edge but can create a trip risk.
Pushing, jostling with other news teams	<ul style="list-style-type: none"> ▪ Plan filming / recording location on recce or on arrival. ▪ Presenters or broadcast equipment operators must make themselves aware of slip, trip and fall hazards before getting involved in action. ▪ Assist by back watching other team members. ▪ Consider the use of a second person when working in scrums.
General violence	<ul style="list-style-type: none"> ▪ Think about subject of the conference – if feelings are likely to be inflamed consider use of a second person and plan what to do if the situation escalates.

[News Assignment and Location Safety](#)

[Personal Safety Awareness Managers & Staff](#)

Railways, Stations and Trains

[Detailed help on railways](#)

Hazards	Controls / Actions
<p>Stations</p> <ul style="list-style-type: none"> ▪ General e.g. slips trips and falls ▪ Equipment arcing with high voltage overhead lines 	<ul style="list-style-type: none"> ▪ Get permission from station manager / railway operator. ▪ Find out about local risks and emergency procedures – they should be identified by the manager or rail staff. ▪ Observe any guidance given by rail staff on distance between our equipment and electric overhead lines e.g. boom mic poles or metal ladders. ▪ Make sure your equipment does not present a trip hazard to other station users. ▪ Avoid distracting drivers, e.g. using camera lights.
<p>Railway tracks</p> <ul style="list-style-type: none"> ▪ Being struck by trains ▪ Being hit by debris thrown from trains ▪ Additional hazards on underground lines e.g. electric shock. 	<ul style="list-style-type: none"> ▪ In most instances, teams can only access rail tracks with the permission of the rail company, following their safety procedures and accompanied by a member of rail staff after a safety briefing. ▪ Wear safety equipment as required by the rail company e.g. orange high visibility vest.
<p>On Trains</p>	<ul style="list-style-type: none"> ▪ Get permission of Rail Company. ▪ Make sure broadcast equipment does not interfere with other passengers. ▪ Do not operate broadcast equipment out of a train window unless you check with train staff that it is safe to do so. ▪ Select equipment to be manageable in a restricted space.

Related Training

[News Assignment and Location Safety](#)

Remote Areas

Remote or isolated areas far from mainstream services including mountains and moors increase the risks to health and safety if anything should go wrong, i.e. a serious injury or illness.

Allow sufficient time to reach location – include planning for overnights if necessary.

Any form of climbing or mountaineering using ropes or other equipment is a specialised activity and should only be undertaken under the supervision of a suitably qualified person.

See also sections on driving to locations and tiredness & fatigue.

Hazards	Controls / Actions
Getting lost	<ul style="list-style-type: none">▪ Avoid lone work in isolated areas – organise someone familiar with the area to accompany.▪ Plan routes and take maps, GPS, compass etc – and know how to use.▪ Set up communications - including call in times etc as appropriate.▪ Make sure that failure to check in by pre-determined time initiates pre agreed emergency arrangement including contact with BBC Safety Adviser.
Long wait for emergency assistance	<ul style="list-style-type: none">▪ Carry emergency water, food and clothing.▪ Have first aid / survival supplies to hand.▪ Preplanning for emergency assistance.▪ Pre vet team for suitability.
No access to land phone or cell phone signal	<ul style="list-style-type: none">▪ Pre plan - so communications arrangements are known.▪ Take sat phones where required.
Carrying equipment	<ul style="list-style-type: none">▪ Plan what needs to be taken including food, water and shelter – talk to Safety Equipment Stores 0208 576 7568.▪ Refer to manual handling section.
Adverse Weather	<ul style="list-style-type: none">▪ Take suitable outdoor clothing and footwear for the time of year.▪ Make contact with local weather centre.▪ Use local advice on making changes to plans affected by weather.
Lack of suitable transport	<ul style="list-style-type: none">▪ Ensure the transport / vehicle is suitable for terrain, in good condition and that spares, fuel etc will be obtainable.▪ Make sure the driver can work safely in expected conditions.▪ Research available accommodation or take equipment – available from Safety Equipment Stores.

Related Training

[First Aid Appointed Person Course](#)

[First Aid Re-Certification Course](#)

[First Aid at Work Certificate](#)

[Hostile Environment Refresher](#)

[Hostile Environments Training](#)

[Lone Working Safety Awareness for Staff](#)

[Manual Handling Awareness Workshop](#)

[News Assignment and Location Safety](#)

Scaffolds and Ladders

Scaffolds or ladders already on site may be used by teams to gain height when necessary.

See also section on work at height.

[Detailed help on ladders](#)

[Detailed help on scaffolding](#)

Hazards	Controls / Actions
<ul style="list-style-type: none"> ▪ Ladder collapse or fall ▪ Persons falling from ladder 	<ul style="list-style-type: none"> ▪ Use for short duration jobs only. ▪ Avoid overreaching. ▪ Ladders can only be used if they are: <ul style="list-style-type: none"> ○ Industrial quality ○ In good condition ○ On a secure footing ○ At an angle of 4 to 1 ○ Secured in place. ▪ The user must maintain three points of contact with the ladder at all times.
<ul style="list-style-type: none"> ▪ Scaffold collapsing ▪ Persons falling from height ▪ Items falling from height ▪ Bumping head on low scaffold poles 	<ul style="list-style-type: none"> ▪ It is mandatory to use a pre vetted contractor in the UK. ▪ Points to look for / talk to owner about: <ul style="list-style-type: none"> ○ There is a certificate of completion or inspection less than seven days old ○ The maximum load will be displayed and not be exceeded ○ There is a safety barrier of 1100mm high fitted ○ There are toe-boards fitted ○ Access ladders are secured ○ Head protection is worn ○ Regular checks take place e.g. 'scaff tags' are in place. <p>If not built for the BBC, scaffolds at a news location can only be used if:</p> <ul style="list-style-type: none"> ▪ Permission is obtained from the owner. ▪ They are fit for purpose – can support the load. ▪ Access to the platform is via a conventional route e.g. ladder or stair.
Falling items and equipment	<ul style="list-style-type: none"> ▪ Secure any items or equipment in pockets or with lanyards etc to prevent them dropping onto people below.
Bad weather leading to slips	<ul style="list-style-type: none"> ▪ Avoid using ladders or scaffolds in rain, ice, snow or high winds.

Related Training

[Safe Working at Height \(Part 1 \)](#)

[Safe Working at Height \(Part 2 \)](#)

Schools and Nurseries

The presence of young children and young people places a higher duty of care on the team and additional legal duties.

Because a variety of activities take place in schools and colleges, journalists and teams should be aware of risks to them from lessons and activities taking place and take a reasonable approach – ask the teacher!

Don't direct children in physical activities.

Never be left alone with young children or young people – make sure a parent, teacher or responsible adult is present including when micing up.

Some schools and nurseries may ask for a Criminal Records Bureau check (or equivalent) – call ahead and ask. BBC People can assist with any CRB requirements:

[Detailed help on work with children](#)

[People Polices – Working with children](#)

Hazards	Controls / Actions
Lack of knowledge of building and layout	<ul style="list-style-type: none">▪ Get permission from head teacher / manager who should understand what is planned by BBC and who will explain any local arrangements to be followed.
Slips and trips	<ul style="list-style-type: none">▪ Care taken to avoid trailing cables and trips over equipment.
Electric shock from poorly maintained or damaged electrical socket outlets	<ul style="list-style-type: none">▪ Carry out visual check of outlets – do not use damaged sockets.▪ Use RCD when plugging equipment into mains sockets.
Fire - close proximity of camera lighting to flammable furnishings	<ul style="list-style-type: none">▪ Place camera lighting at safe distances from flammable materials – to prevent heating.
Burns - contact with hot lights	<ul style="list-style-type: none">▪ Position to prevent accidental contact.▪ Secure to prevent being knocked over.
Violence	<ul style="list-style-type: none">▪ If covering stories where violence is likely either from students or parents – follow guidelines from the section on Violence.
Injury to children from broadcast equipment / theft	<ul style="list-style-type: none">▪ Make sure bags and equipment are not left unattended.

Slips, Trips, Falls and Bumps

Effective on site location recces should always be carried out, spend a few minutes checking out the area you'll be working in.

A number of accidents every year - some serious - are caused by tripping and falling on location.

Using handrails, taking practical footwear and doing a quick recce for hazards could help prevent some of these accidents.

Hazards	Controls / Actions
Injury through falling, slipping, tripping or collision when following action or moving on location	<ul style="list-style-type: none">▪ When arriving at location check local environment e.g. rough ground, ice or slippery surfaces, obstructions etc before recording on the move.▪ Wear shoes suitable for the local environment and weather conditions.▪ Record from static positions where possible.▪ When moving to follow the action, consideration should be given to having a second person to guide camera operator.▪ Tracking backwards without a second person should only be carried out for very short distances after a thorough check to ensure the ground is clear of obstacles and level. Ideally the move should be rehearsed.
Tripping over cables or equipment	<ul style="list-style-type: none">▪ Avoid trailing cables, particularly across walkways and pedestrian routes.▪ Use mats to cover cables on the ground.▪ Give particular consideration to people with disabilities such as those with sight problems or wheelchair users.
Falling down steps	<ul style="list-style-type: none">▪ Use handhold / rail when getting in and out of news technical vehicles.

Sports

This section covers reporting on routine news sport events, a separate risk assessment will always be required for live coverage and events.

Refer to track / stadium / event organisers to identify local arrangements.

Steadicam operators must be suitably qualified, medically assessed and trained.

[Help on adventure activities](#)

Hazards	Controls / Actions
Adventure sports and athletics	<ul style="list-style-type: none">▪ Carry out thorough planning before visiting event and identify any specific hazards you may be exposed to. If these are outside the scope of routine activities carry out a separate risk assessment.▪ Follow any directions from marshals / organisers.▪ Stand away from areas that may be affected by competitors activities e.g. javelin strike.
Race tracks or routes – struck by vehicles, tyres, debris etc	<ul style="list-style-type: none">▪ Plan location of shoot to avoid outside of bends and avoid placing team close to track / pits.▪ Enter pits only after getting permission and complying with local arrangements.▪ Respond to directions of race marshals.▪ Consider using remote controlled or locked off broadcast equipment.▪ Do not obstruct emergency vehicles.▪ Plan evacuation or fall back arrangements in crowds.▪ Be aware of noise. Noise levels reduce with distance so teams should position themselves away from loud noise where possible and reduce time exposed to high noise levels.▪ Take appropriate hearing protection (available from Safety Equipment Stores) and use according to manufacturers instructions.▪ For high or unexpected exposures – contact your Safety Adviser or manager on return to base.
Injury from ball or puck strike	<ul style="list-style-type: none">▪ Take up position in a safe area for example a minimum of 2 metres from edge of play.▪ Use protective equipment if advised by venue.
Aggression from spectators	<ul style="list-style-type: none">▪ Plan emergency fall back positions – and communicate to all in team.▪ Get intelligence from police, teams involved, local contacts or fixers on likelihood of violence and decide on safe position.▪ Wear BBC logo unless this raises the personal risk, Use a back watcher / second person if aggression is likely.▪ Familiarise yourself with the sports venue emergency procedures.▪ Try and defuse aggression if threatened and stop recording / leave if violence is imminent.▪ Take safety equipment (stab vests, bump caps) as indicated by planning.

Related Training

[News Assignment and Location Safety](#)

[Working Safely in Crowds](#)

[Production Safety : Programme Making - Radio Journalists](#)

[Production Safety : Programme Making - TV Journalists](#)

[Safe Management of Live Events](#)

[Safe Management of Audiences](#)

Streets: Social Issues and Street Crime

Streets - where ever they are, but particularly in urban and high crime areas, carry potentially serious hazards for journalists. For crime and gang issues you can ask your Safety Adviser to put you in touch with BBC security specialists for UK and international assignments.

- For help and advice in the UK contact Corporate Security: 0208 00 83242
- Internationally, contact the High Risk Team: dlohsshghrsk99@bbc.co.uk

Permission is not always needed to record on the public highway but journalists should always be aware of obstructing the pavements, sensitive to other pavement users and ensure a safe passage is available. [Section 121:Highways Act]. Check with your deployer, police or local authority if in doubt.

[Information on short notice and location work](#)

Hazards	Controls / Actions
Security and personal safety	<ul style="list-style-type: none"> ▪ Research and consider potential hazards of the story in context of location and local issues. ▪ Be aware of and discuss the local security issues with whole team including attitude to the BBC, hostility to journalists and general street crime levels. ▪ Never send lone workers if personal safety is an issue. ▪ Keep a low profile; wear BBC logo unless this raises the personal risk. ▪ Agree a fall back plan with the team including what to do in an emergency and who to contact e.g. Programme Editor, Line Manager, assignment desk. This is especially critical if the team is forced to split up. ▪ Stay alert to changes on location and be prepared to change your plans to avoid trouble. ▪ Ensure deployers are kept up to date with local security and safety risks so that changes to the story can be made if needed.
Theft	<ul style="list-style-type: none"> ▪ Journalists - particularly lone workers - make easy targets for street thieves. ▪ Avoid taking unnecessary valuables, sensitive documents and equipment into the field. ▪ Consider need for a second person if crime is a serious consideration – remember you can ask BBC experts for advice. ▪ If threatened by criminals – hand over the BBC kit. People are more important than property.
Aggressive responses	<ul style="list-style-type: none"> ▪ Be sensitive to the mood on street and back off if violence is likely. ▪ Use a back watcher / second person if aggression is likely. ▪ See also section on violence.
Injury from vehicles and cyclists	<ul style="list-style-type: none"> ▪ Avoid working on edges of pavement / in road. ▪ Wear a high visibility jacket in poor visibility and if risk from traffic is present.
Noise from traffic	<ul style="list-style-type: none"> ▪ Increase distance from traffic or noisy spots where possible to reduce noise levels. ▪ Use suitable ear plugs but ensure you can still hear safety critical sounds.
Trips	<ul style="list-style-type: none"> ▪ Avoid trailing cables, particularly across walkways and pedestrian routes. ▪ Use mats or barriers to protect cables on the ground. ▪ Give particular consideration to people with disabilities such as those with sight problems or wheelchair users. ▪ Ensure the general public are not forced into roads.

Related Training

[News Assignment and Location Safety](#)

[Noise at Work - Awareness Course](#)

Tanker and Container Incidents

This information should be used during an initial response to an incident and may be superseded by a specific risk assessment.


[CBRN Information](#)

[Hazard symbols](#)

[Hazmat signs](#)

See also section on CBRN

Example of Hazmat info:

Class 2.3 Poisonous gas		These gases are toxic. Being gases, they will rapidly disperse if there is a leak. This may reduce the concentration and the hazard - but it will also spread the gas further, so increasing the risk of poisoning more people.	Chlorine Methyl Bromide Nitric Oxide
----------------------------	---	---	--

Hazards	Controls / Actions
<ul style="list-style-type: none"> ▪ Exposure to hazardous fumes ▪ Contact with spray or dust from hazardous substances ▪ Contact with hazardous liquids ▪ Explosion from flammable materials or fumes 	<ul style="list-style-type: none"> ▪ Plan position to minimise team exposure e.g. from vantage point at safe distance. ▪ If available make contact with incident control and keep up to date with developing incident. Identify chemicals if possible – look at HAZMAT signs, emergency numbers on tanker and contact the BBC Safety Advice Line: +44(0) 370 411 0464. ▪ Approach and position upwind from fume / substance release - be aware of wind direction changes. ▪ Park vehicles safely in relation to incident and wind direction. ▪ Observe and abide by all instructions from emergency services and do not cross cordon lines. ▪ If explosion is a threat, teams must film / record from as far away as possible and seek guidance from emergency services. ▪ Never smoke at incident and be aware of other ignition sources around incident that may trigger a fire or explosion. ▪ Evacuate at the first signs of potential chemical hazard such as giddiness, sore eyes or throat, headaches etc. get into fresh air and seek medical attention.
Being struck by vehicles while on the road, lay-by or hard shoulder	<ul style="list-style-type: none"> ▪ Do not go on the road unless the area is cordoned off by emergency services. ▪ Wear high visibility jackets. ▪ Park safely and avoid dazzling other road users with lights.

Related Training

[News Assignment and Location Safety](#)

[Chemical Biological & Radiation Workshop](#)

[Chemical, Biological + Radiation Awareness](#)

Tiredness, Fatigue and Psychological Trauma

A confidential Employee Assistance helpline is available 24/7 to all staff on: 0800 269 616 or outside the UK: +44 20 9847 2690.

[Information on fatigue](#)
[Information on stress](#)

Hazards	Controls / Actions
Injury caused through: <ul style="list-style-type: none"> ▪ Loss of concentration when driving ▪ Loss of concentration when in a hazardous situation or environment ▪ Poor decision making over safety critical issues 	<ul style="list-style-type: none"> ▪ Producers and staff schedulers trained to take into account working hours and rest breaks when setting schedules. ▪ Where possible, send another team to relieve those in the field. ▪ Take breaks and ensure adequate rest periods and meals. ▪ Report fatigue problems before safety is compromised. ▪ Stay overnight if necessary. ▪ Never drive when fatigued or after changes in time zones which can disrupt the body clock.
<ul style="list-style-type: none"> ▪ Fatigue ▪ Long working hours and lack of rest periods ▪ Demands, lack of control and support, poor relationships, confusion over roles on location. 	<ul style="list-style-type: none"> ▪ Working hours and rest periods managed locally in accordance with BBC Guidelines agreed with individuals, unions and managers. ▪ Rest breaks and days off scheduled. ▪ Roles and responsibilities of team on location must be made clear. ▪ Support given to colleagues. ▪ Stay overnight if necessary. ▪ Psychological trauma / stress training available for managers and staff. ▪ Night working health assessment available to all designated nightworkers. ▪ Report to Line Manager or the employee assistance helpline if any issues are present on location.
Emotional trauma	<ul style="list-style-type: none"> ▪ Think about any disturbing story lines and possible impact on mental health. ▪ Discuss possible problem areas before deployment. ▪ Carry out debrief with colleague or Line Manager after potentially traumatic event / exposure. ▪ Further debriefs as needed. ▪ Referral into BBC support systems e.g. Occupational Health through HR Direct and the BUPA Employee Assistance service: 0800 269 616 or from outside the UK: +4420 8947 2690.

Related Training

[Dealing with Trauma Awareness](#)
[The Challenge of Change: Managing Stress](#)

Travel – Overseas

Before travel, check country or region hazards, use BBC high risk advice, BBC bureaux and external sources like the Foreign and Commonwealth Office. Information on local conditions, weather, water, culture, language and attitudes will help you plan your work.

Always use reputable travel providers wherever possible and avoid EU banned airlines, if the only travel option is on a banned carrier – you must follow the current procedure and select the available airline with the lowest risk, link below.

Ensure that your Line Manager / deployer has your contact details, NOK and hotel / travel plans – keep up to date and stay in contact. The [Overseas Operations & Travel planning sheet](#) will help you collect the necessary information – give this to your Line Manager. Inform the local BBC bureau of your visit and the local embassy where appropriate.

Complete a medical insurance form as needed. [CEGA Information](#)

[Information on travel](#)

[Information on travel security](#)

[EU Banned Airlines](#)

[Hostile Environment Country Pages](#)

Hazards	Controls / Actions
Ill health and accidents	<ul style="list-style-type: none"> ▪ Contact BBC Occupational Health to make an appointment in good time before the planned trip for immunisations, medications and needle pack: 0800 082 8080. Overseas: +44 (0)203 008 9013 ▪ Keep up to date with "core" immunisations. ▪ Ensure you have sufficient funds and resources for all likely outgoings, including emergencies, before departure. ▪ Arrange to be met by local staff, fixer / driver or have sufficient local knowledge to enable a safe transit to hotel or bureau. ▪ Use BBC Drivers or reputable transport providers. ▪ Never drive after long air journeys or where changes in time zones may lead to fatigue. ▪ Plan travel to ensure that adequate rest periods are taken. ▪ Send heavy equipment by separate delivery if possible. ▪ Take advice from Occupational Health on local water quality and food safety.
Health problems related to travel e.g. Deep Vein Thrombosis (DVT) and pulmonary embolism	<ul style="list-style-type: none"> ▪ Ensure you are fit to travel. ▪ Reduce immobility by: standing up regularly, drinking plenty of water, and performing leg stretching exercises. ▪ People with risk factors for DVT should discuss any concerns with Occupational Health to see if additional protective measures are needed.
Crime	<ul style="list-style-type: none"> ▪ Check Foreign & Commonwealth Office (FCO) sites, BBC sources / colleagues for info on local crime. ▪ Only carry essential equipment, valuables and money. ▪ Arrange reliable pick up at airport if crime is an issue locally. ▪ Be aware of and discuss with team the local security issues including attitude to the BBC, hostility to journalists and general crime levels. ▪ Keep a low profile and avoid taking extra equipment particularly laptops etc with you. ▪ Always determine who is at a hotel door before opening it. ▪ Wear BBC logo unless this raises the personal risk. ▪ Ensure deployers are kept up to date with local security and safety risks so that changes to travel plans can be made if needed. ▪ Keep a separate list of passport numbers and immunisation records.

Vehicles – Recording From / Around

Simple filming and recording in vehicles only (excluding filming from the back of an open vehicle, attaching cameras or mounts to outside of vehicle – specific risk assessment required).

The safety of the occupants of the vehicle, pedestrians and other road users has priority over everything else. If on a public road, whether in the UK or not, legal requirements must be met. For private roads, follow the same standards as on public roads, unless a specific assessment has been undertaken.

Think about what is required in terms of roads, drivers, weather and time of day and make sure the activity is well thought through. If filming out of the back of an open vehicle, a specific risk assessment is required.

See also section on driving to location.

[Information on filming from vehicles](#)

Hazards	Controls / Actions
Driver distraction / split attention – leading to road accident	<ul style="list-style-type: none"> ▪ Make sure the driver is competent to drive and take part in a recording. ▪ Make sure they are experienced operating the vehicle and can drive safely in the intended conditions. Plan assignment including: road, traffic conditions, time of day, speed, density and other hazards e.g. weather. ▪ Tell the driver the content of questions up front. ▪ Make sure that the driver can concentrate on driving, they should not look at the camera any longer than the occasional glances which are made to check mirror or instruments. ▪ No lighting should be used within a vehicle that can possibly impair the driver's clarity of vision or provide distraction. ▪ Avoid a driver / presenter talking to camera because this reduces their ability to concentrate on road hazards. ▪ Think about distracting other road users – rubber necking. ▪ Speak to authorities to obtain any necessary permissions.
Road accident	<ul style="list-style-type: none"> ▪ Broadcast equipment must be secured firmly in the vehicle. ▪ All occupants should wear seat belts. ▪ Keep speed down. ▪ No filming from boot.
Being struck by vehicles while on the road, lay-by or hard shoulder	<ul style="list-style-type: none"> ▪ Do not go on the road unless the area is cordoned off by emergency services. ▪ Wear high visibility jackets. ▪ Park safely and avoid dazzling other road users with lights.
Equipment causing injury	<ul style="list-style-type: none"> ▪ Secure the camera and other equipment within the vehicle to secure fixings. ▪ Attach a lanyard to a hand held camera to restrict its travel. ▪ Be careful (even when stationary) not to open doors or move equipment that could hit cyclists, vehicles or pedestrians. ▪ Ensure camera does not obstruct operation of airbag. ▪ Ensure any mini-cams inside the vehicle are fitted securely and not in a place where, in the event of an accident, they could potentially injure the driver or passengers.
Unsafe vehicle on public road	<ul style="list-style-type: none"> ▪ Check that the vehicle is road legal. ▪ Ensure the hire company or owner of the vehicle are aware that cameras are to be fixed to it.

Related Training

[News Assignment and Location Safety](#)

Violence and Aggression

Foreseeably violent situations should be discussed with your Safety Adviser / High Risk Team.

Where violence is expected, you can refuse to cover a story.

See also section on Streets, Social Issues and Street Crime.

[Help on dealing with violence in different situations](#)

Hazards	Controls / Actions
Injury from being punched or pushed to the ground or attacked with weapons	<ul style="list-style-type: none">▪ Staff will not be sent to foreseeably violent situations on their own.▪ Staff covering civil disturbance or riots should be properly trained and experienced.▪ Plan ahead on how to deal with the situation and how to get away if necessary.▪ Withdraw to a safe area if faced with aggression or if weapons appear and tell deployer.▪ Agree a fall back plan with the team including what to do in an emergency and who to contact e.g. Programme Editor, Line Manager, assignment desk. This is especially critical if the team is forced to split up.▪ Arrange a security back-watcher / second person if required through the Safety Advice Line: +44 (0) 370 411 0464.▪ Use protective equipment based on research and preparation for the type of hazards expected e.g. knives, bricks etc.▪ Be aware of response times and telephone numbers for emergency services and first aid.
Threatening or abusive words or behaviour may cause fear or anxiety	<ul style="list-style-type: none">▪ Talk about the situation and threats with the team and escalate if needed.▪ Use occupational health and employee assistance contacts.

Related Training

[News Assignment and Location Safety](#)

[Public Order](#)

[Working Safely in Crowds](#)

Weapons: Firearms & Military Sites

Staff may cover stories which involve the demonstration of weapons, homecomings, military exercises and displays. For all other weapons issues – refer to your Safety Adviser or the High Risk Team.

When on military sites, be aware of vehicle movements. Drivers often have very limited visibility in tanks and armoured cars etc.

Don't assume that safety standards, warning flags etc will be in place.

[Details on high risk](#)

Hazards	Controls / Actions
General	<ul style="list-style-type: none"> ▪ Discuss required interview / recording activity with person in charge of site e.g. Liaison Press Officer. Clearly identify what you are planning, any dangerous areas or activities and any safety rules. ▪ Find out about any emergency and accident procedures. ▪ Avoid distracting or obstructing workers or military personnel. ▪ Check in all directions when crossing vehicle routes. ▪ Avoid handling old weapons unless checked with specialist - especially home made or antique weapons that may detonate. ▪ Limit handling of blades.
Injury from missile / bullet / projectile	<ul style="list-style-type: none"> ▪ It is mandatory to use a pre vetted contractor for weapons demonstrations in the UK, except where it is taking place at a shooting range or approved premises where a nominated competent person must take the place of the armourer. ▪ Follow safety directions from person / armourer demonstrating e.g. establish a firing line and stand behind it - keeping a safe distance and direction etc. ▪ Wear ear defenders if ballistic / explosion noise. ▪ Never handle loaded weapons except under competent supervision. <p><i>Safety equipment including hearing protection is available from TVC Safety Equipment Stores: Tel: 020857 67568.</i></p>
Injury from gun, firearm, knife, cosh, bludgeon etc	<ul style="list-style-type: none"> ▪ If weapons are produced out of context, mishandled or threats are made; plan for immediate strategic withdrawal and notify your manager / police as soon as safe to do so.

Weather

Contact weather / local incident control centres to identify hazards and changing conditions.

See also sections on Floods, Remote Areas, Diseases and Disasters.

Hazards	Controls / Actions
Adverse Weather - general	<ul style="list-style-type: none"> ▪ Take suitable outdoor clothing and footwear for the weather. ▪ Make contact with local weather centre. ▪ Use local advice on making changes to plans affected by weather. ▪ Plan for rest breaks and food / drinks. ▪ Agree fall back plans if situation deteriorates or position becomes unsafe.
Dehydration and sunburn	<ul style="list-style-type: none"> ▪ Wear loose cotton clothing. ▪ Take & use sunscreen and hat. ▪ Plan breaks in shade and provide sufficient water or electrolytic drinks.
Coastal surges and storms	<ul style="list-style-type: none"> ▪ Recce the area before setting up position. ▪ Avoid standing close to sea walls / sea. ▪ Take account of 'freak' waves and larger surges pushed by winds and spring tides – these happen relatively frequently.
Cyclones, gales and hurricanes	<ul style="list-style-type: none"> ▪ Get best advice from weather centre to enable planning. ▪ Limit the time you are out in severe weather. ▪ Recce area and avoid standing under damaged / fragile structures. ▪ Avoid entering any water because of underwater / floating debris and danger of being swept away / trapped. ▪ Be alert to damaged power lines and gas pipes. ▪ Be aware of local cyclone / hurricane shelters.
Snowstorms / snow	<ul style="list-style-type: none"> ▪ Make sure team are fit and suitable for this potentially strenuous assignment. ▪ Make arrangements for regular contact with base, leave itinerary & check comms work in the area / conditions. ▪ Use SatNav / maps, plan routes. ▪ Select the correct vehicle for the trip including availability of spare parts and repairs. Make sure drivers are experienced and competent. Consider using two vehicles. ▪ Anyone who is required to drive in off-road or snow conditions should be competent. ▪ Anyone who has reasonable fear for their safety can refuse to travel with a specific driver or in an un-roadworthy vehicle. ▪ Carry out pre use checks on tyres, water, fuel and oil etc. ▪ Any additional equipment or supplies e.g. food, drinks, tow rope, torch, water, shovel, first aid kit, snow chains etc – planned and taken. ▪ Keep up to date with current snow conditions. ▪ Plan for breaks and shelter. ▪ Crisis / emergency fall back discussed and in place.
Infection / ill health following extreme weather / disaster	<ul style="list-style-type: none"> ▪ Maintain good hand washing and personal hygiene. ▪ Avoid contact with body fluids and dead bodies. ▪ Clean and cover cuts and abrasions. ▪ Be aware of risks from mould post floods / disaster especially if asthmatic, allergic or pregnant.

Related Training

[News Assignment and Location Safety](#)

Check for current off road / all terrain driving courses.

Working On or Near Water

Plan work – including where necessary:

- Ensuring comms work at sea / local area.
- Putting an effective recovery plan in place.
- Emergency service availability and response times.
- Call in arrangements.

[Help on work near water](#)

Safety equipment – contact the BBC Safety Advice Line: +44 (0) 370 411 0464

Hazards	Controls / Actions
Boats <ul style="list-style-type: none"> ▪ Engine failure, collision, grounding and wrecks 	<ul style="list-style-type: none"> ▪ Make sure that adequate planning takes place and that comms are set up with team and deployer. ▪ Plan routes / discuss planned activity with skipper / owner. ▪ Leave the boat only at points where it is safe to do so e.g. avoid sand banks, boat to boat transfers. ▪ Do not climb to height on boat, e.g. filming from crows nest, yard arms or mast. ▪ Be aware of hazards on the water, including low bridges and other obstacles. ▪ Wear flat robust shoes and be careful of trip hazards e.g. ropes, bags and boat equipment. ▪ When using or hiring a boat, points to check for include: <ul style="list-style-type: none"> ○ Skipper has formal qualifications. ○ Licensed to carry passengers. ○ Public liability insurance. ○ Sufficient safety gear on board – but ultimate responsibility for providing BBC team’s safety equipment stays with BBC. ○ Vessel is well maintained and seaworthy. ○ Radio / comms in place. ○ Sufficient fuel is taken for safe journey.
Drowning	<ul style="list-style-type: none"> ▪ Wear life jackets where there is a risk of entering water and choose the correct life jacket (automatic or manual inflation etc) for the conditions. ▪ Understand the local emergency plan (briefing from skipper etc) or if you are in control of the boat make a plan and tell everyone. ▪ Avoid areas affected by waves and tidal surges – keep well back and monitor weather conditions.
Hypothermia	<ul style="list-style-type: none"> ▪ Wear clothing suitable for location / weather / sea conditions.
Animal attack	<ul style="list-style-type: none"> ▪ Be aware of any potentially harmful creatures in water e.g. snakes, crocodiles, hippos etc – take expert advice!
Infections from rat urine - leptospirosis (inland waters / holds of ships)	<ul style="list-style-type: none"> ▪ Cuts or abrasions will be covered with waterproof dressings if risk of infection. ▪ Wash hands before eating, drinking or smoking. ▪ Information on leptospirosis given to team. ▪ Information on leptospirosis available from HSE site

Related Training

[News Assignment and Location Safety](#)

Forms and guides

This guide contains general practical guidance, check your local Gateway pages for specific rules and guidance for your Region and Department.

The BBC has a number of forms and guides to help you plan and organise your work.

Information and guidance is being continuously updated please check for the most recent documents. If in doubt call:

BBC Safety Advice Line: Monday – Friday: 09.00 to 18.00 – UK time

Ext: 0464 / +44 (0) 370 411 0464

(NB: change of code)

[Risk assessment](#)

[International Guide](#): known as the 'Green Book', this is also available in hard copy in all

International BBC Offices

[World Service Business Continuity and Risk Management](#)

[International Operations Database](#)

[Newsgathering risk assessments](#)

[Accident Reporting](#) : for reporting accidents, near misses, fires and security incidents

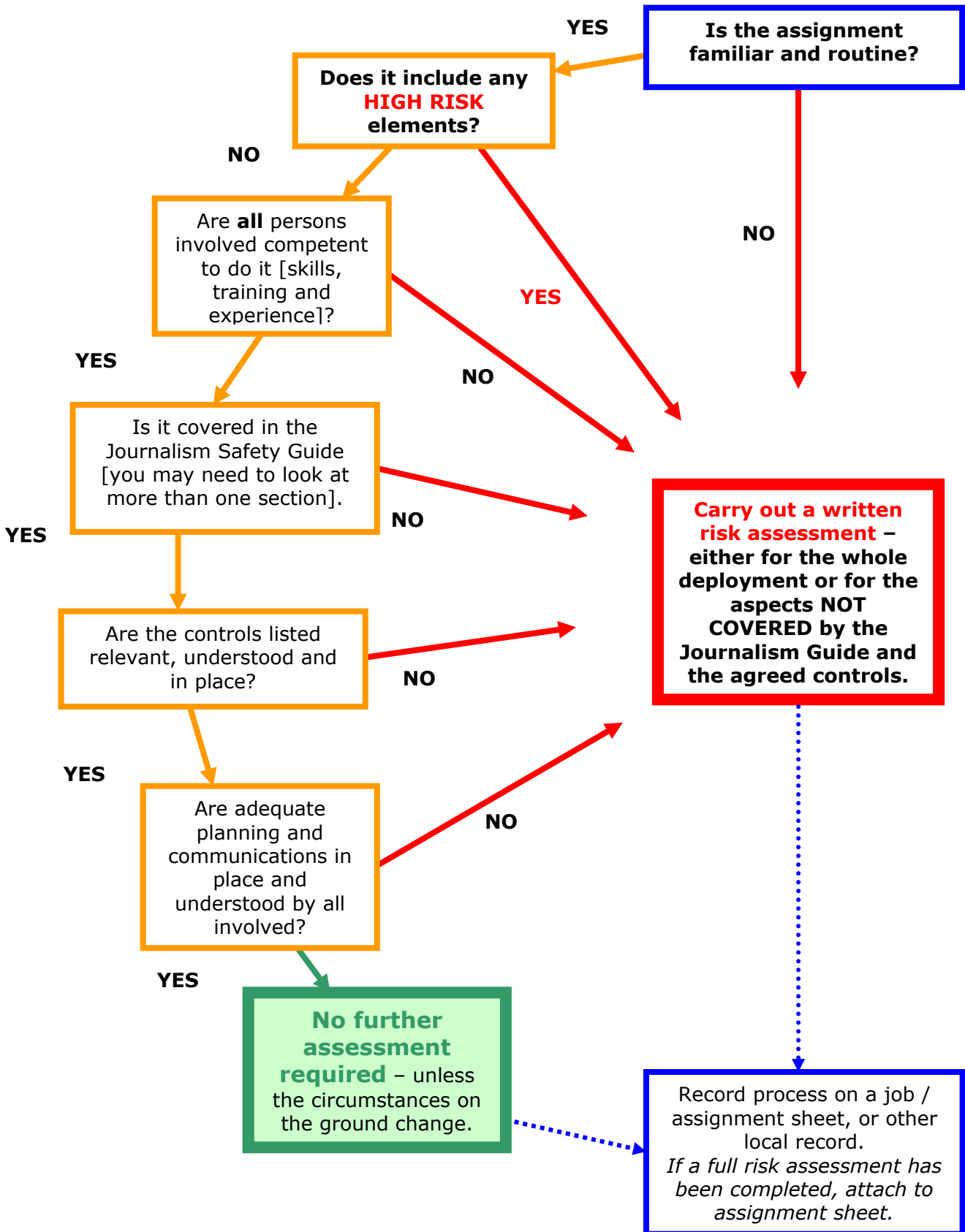
[External BBC Safety site](#) : <http://www.bbc.co.uk/safety/default.htm>

**If you require this guide in a different format –
for example, large print or as a Word document
to use with accessibility software, please
contact the BBC Safety Advice Line on Ext: 0464
/ +44(0) 370 411 0464.**

Notes Page

To keep this guide up to date, visit the Gateway [MyRisks](#) or externally, the [BBC Safety website](#) and check for any new pages. These should be added to your guide.

How do I use the Journalism Safety Guide?



For further advice please contact: **Safety Advice Line: Internal: 0464**
 External: +44 (0)370 411 0464 Email: ask.al@bbc.co.uk
 ©BBC 2008