



BLSS

Rule Book



**Bectu Logbook
Stagehands Scheme**



The Bectu Logbook Stagehands Scheme (BLSS) has been created by the Stagehands Branch and is designed for Stagehands entering and working in the film and TV industry.

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The Bectu Logbook Stagehands Scheme

(BLSS) has been created by the Stagehands Branch and is designed for Stagehands entering and working in the film and TV industry. Its purpose is to develop new entrant's skills through on-the-job stagehand work and give new Stagehands and existing Stagehands the ability to demonstrate their competence to future engagers/productions.

The scheme will allow Stagehands to record their training and skills as well as give HODs and productions the confidence that when they're hiring a Bectu Stagehand that has come through the scheme, they're hiring the best and most competent in the industry.

The certification is solely administered and delivered by the Bectu Stagehands Branch.

NB: This Scheme is not intended to supersede Stagehands that already possess a Stagehand NVQ but to act in furtherance of any qualification already possessed.

Logbook/Record Book

All Stagehands joining the scheme will be issued with a Logbook and shall ensure that any work undertaken is recorded.

The Logbook must be completed and signed by the Head of Department (HOD) or Supervising Stagehand at the conclusion of each engagement giving a practical assessment of the work undertaken, including:

- Length of engagement
- General approach to work
- Experience gained in the units listed
- Ability and aptitude.

The witness signing each engagement must have experience to make a professional judgement on applicants' performance (including possessing a Stagehand NVQ) and must provide their home/personal/work phone number and not the production or office numbers.

Applicants must submit photos of their Logbook to Bectu (comprised of the Stagehands Committee) for assessment upon completion of units 1–10 and only at the conclusion of 18 months (79 weeks) of continuous certified employment. Units 11 and 12 are additional and non-compulsory.

Stagehands that already possess an accredited Stagehand NVQ do not need to complete the 18 months of assessment via the Logbook/Record Book. Instead, they will need to provide proof of their NVQ and ensure they have completed and passed a ScreenSkills approved health and safety Level 2 course.

Health and safety training

Further to the logbook, applicants must complete and pass a ScreenSkills approved health and safety Level 2 course through 'The Production Safety Passport' (PSP) scheme.

It is vital that Stagehands are aware of the specific hazards that come up in the creative industries and sufficiently trained in health and safety matters, and many employers now ask for proof of health and safety training. Upon completion of a PSP approved course, you receive a secure online record of the training which you have successfully completed.

Bectu provides an approved Level 2 course: Starting Safely. It is 2 hours 40 mins online or face to face and covers the basics a delegate needs in health and safety as well as focusing on specific hazards that come up in the creative industries. It includes a multi-choice assessment leading to industry certification valid for five years. Bectu members are offered a discounted rate of £10 for the course. Non-members pay £20 for the course.

For more information, please see: <https://bectu.org.uk/training/starting-safely>

The alternative approved courses are:

- First Option – Online Risk Awareness (RAW) safety training module
- Media Safety Ltd – Introduction to Health and Safety in Film and Media
- The Mark Milsome Foundation – Film and TV online safety passport
- Safe Elephant – The Safe Sets Starter Pack

Bectu also provides an IOSH approved course called The Creative Industries Safety Passport (CRISP). It is a one-day online health and safety course designed specifically for workers, employed or freelance, working in film, TV, theatre, and live events. It is regularly updated to reflect the working environment. This course is also part of the ScreenSkills Production Safety Passport but is at the Safe Management of Production Level x3.5. It is recommended that those with supervisory duties complete this course.

For more information, please see: <https://bectu.org.uk/training/creative-industries-safety-passport>

Grading

If an applicant passes the logbook assessment and possess a Level 2 ScreenSkills approved H&S course, they will receive a certificate of achievement and BLSS certified card and be qualified as a BLSS graded Stagehand. Those that do not pass will be able to apply once they meet the requirements at a subsequent grading meeting.

Stagehands that already possess an accredited Stagehand NVQ will need to provide proof of their NVQ (e.g. relevant certificate/documentation) for grading.

Who can join?

The Scheme is free to join for Bectu members. Stagehands starting out in the industry (in their first year) are encouraged to join their union as a 'New Entrant Stagehand' to benefit from a £5/month (for the first year) special join rate.

To join Bectu please call the Member Contact Centre on 0300 600 1878 or visit www.bectu.org.uk/join

Members can request their logbook [or Record Book] on the phone or by contacting jigs@bectu.org.uk

Payment

Members pay £10 for the processing of applications and for the Logbook. Non-members are required to pay £200. The Bectu membership department will process all payments via phone on 0300 600 1878. Please note we no longer accept cash or postal orders.

A passport-style face photograph/headshot is also required, and you should send this in with your application form to jigs@bectu.org.uk.

Timeframe for applying

Logbook requests can be received at any time, and members will be notified of the deadline for submission of completed logbooks for review meetings. All documents must be sent in by the deadline. Completed logbooks are then submitted to the Committee in advance of the review meeting. If additional information is required from you, Bectu will endeavour to contact you. Should you fail to send us the requested information, your logbook may be transferred and considered at the following review meeting.

Bectu website listings

When you join the Scheme, you will be entitled to store your personal information and qualifications on our publicly available Bectu (BLSS) Stagehands List, which can be found on the Bectu website: www.bectu.org.uk

This list is updated after every grading meeting and can be used by productions and HODs to check eligibility for roles. It's encouraged that you sign the agreement attached to the application form so that you can be included, and ensure all details are up to date.

De-recognition from the scheme

The Stagehands Branch and Bectu shall be entitled to withdraw any member from the scheme who fails to comply with the requirements of the scheme or who fails to achieve and maintain safe working practices. In this case, the member shall return the logbook to Bectu.

Appeals

If an individual considers that he/she has a grievance arising from the operation of the scheme, they can lodge an appeal in writing to Bectu by emailing jigs@bectu.org.uk. Any grievance will be considered by the Stagehands Branch and full-time Bectu Official, and the member will be notified of the outcome, usually within one month.

Equality and diversity

The scheme is open to all applicants in accordance with the Equality Act (2010).

APPENDIX 1: Scheme units

The Bectu Logbook Stagehands Scheme consists of 12 units:

1. **LSS01**
Lift, transfer and strike set pieces
2. **LSS02**
Operate tools and equipment
3. **LSS03**
Operate plant or machinery to lift and transfer loads
4. **LSS04**
Operate plant or machinery for accessing
5. **LSS05**
Produce items with special finishes
6. **LSS06**
Safe and secure hanging of backings
7. **LSS07**
Assistance to the wood Machinist
8. **LSS08**
Stagehand housekeeping and security procedures
9. **LSS09**
Efficient work practices on set
10. **LSS10**
Stage workplace safety

Additional units (non-compulsory):

11. **LSS11**
Acting as standby Stagehand
12. **LSS12**
Lay track for camera requirements

LSS01

Lift, transfer and strike set pieces

This unit is about lifting and transferring set pieces into the position required using safe and efficient means, and striking sets at the end of the production. It requires that you know the size and function of the items to be moved, how to ensure they are moved safely and securely, and that you do not overload transport equipment. It requires manoeuvring the items around on trailers in tight places and disposing of those items that are no longer needed once production on that part of the set has ended.

Skills and duties for UNIT LSS01 are:

1. Follow instructions to ensure a correct sequence of events
2. Coordinate the work activity with other team members
3. Ensure activities are conducted safely and efficiently by working quickly and safely
4. Identify the form of transport suitable for the work and check that it is available
5. Pack items correctly and carefully to avoid damage and to suit the form of transport selected
6. Move loads into position using suitable equipment to ensure their safe transport
7. Secure items efficiently for transporting
8. Ensure trailers are attached securely to vehicles
9. Using skates, transport set pieces safely around the studio (using flat-bed trailer/ 'A' frame) or directly into storage
10. Flat windbags/set pieces in and out of position as directed, using appropriate equipment
11. Manoeuvre vehicles and trailers, avoiding hazards such as cables, workstations, other set pieces and other workers
12. Unload deliveries using appropriate handling techniques and machinery in accordance with health and safety regulations
13. Follow special instructions on those set pieces to be retained
14. Use appropriate tools/equipment to aid removal of the set pieces
15. Operate plant and machinery safely to strike set pieces
16. Ensure all waste and broken-down items are disposed of safely and in accordance with European Waste Regulations

LSS02

Operate tools and equipment

This unit is about using tools and equipment to fulfil designated tasks within the Stagehands environment. It requires that you operate and handle all such tools and equipment safely, and that you know how to carry out on them before use, reporting any defects to the relevant person, for example the Supervising Stagehand. Tools and equipment in use may include a table saw, a chop saw, and an extractor unit. It also requires that you keep a tool kit that complies with Stagehand operations.

Skills and duties for UNIT LSS02 are:

1. Ensure the equipment is prepared, set up and adjusted for the work activity in accordance with instructions, safety and the work requirements
2. Identify powered tools and equipment for the work activity
3. Carry out pre-start inspections and performance checks
4. Start and stop powered tools and equipment in accordance with manufacturers instructions
5. Operate tools and machinery according to operating instructions and safety regulations
6. Carry out handling and performance checks with powered tools and equipment and report these defects to the relevant person
7. Carry out post-stop checks on the powered tools and equipment
8. Monitor potential hazards and hanger to other workers
9. Take all necessary action to avoid accidents and damage to property and personnel
10. Report to the appropriate person faulty or otherwise dangerous equipment
11. Ensure powered tools and equipment are left safe and secure

LSS03

Operate plant or machinery to lift and transfer loads

This unit is about operating plant and machinery including equipment such as forklift vehicles, to fulfil designated tasks within the Stagehands environment. It requires that you operate and handle all such plant and machinery safely, and that you know their characteristics to ensure effective use in terms of the nature of the task they are to be used for.

It is required that you have received adequate and proper information, instruction, and training to operate plant/machinery according to both regulations:

- PUWER – Provision and Use of Work Equipment Regulations 1998
- LOLER – Lifting Operations and Lifting Equipment Regulations 1998.

Skills and duties for UNIT LSS03 are:

1. Organise the sequence of the work activity with others
2. Identify areas of work for which you need to operate plant and machinery
3. Check ground conditions are suitable for the safe operation of plant/equipment
4. Follow organisational procedures for the requisition of consumables, material and other resources
5. Orientate and secure equipment safely to be ready and in position for the work, in accordance with standard operating procedures
6. The plant and machinery are prepared for the work activity according to the manufacturer's instructions and health and safety procedures
7. During the work activity follow given safety information and procedures
8. Check that the equipment is suitably prepared and set up for the work
9. Comply with organisational procedures to minimise damage to the work and surrounding area
10. Ensure that access to the equipment is safe and secure
11. Operate plant or machinery for accessing to given working instructions mobile
12. Manoeuvre, position and set down load safely and in accordance with manufacturer's instructions and health and safety procedures
13. In the event of accident or emergency ensure procedures are carried out properly and immediately
14. Ensure that at the end of the designated task that plant and machinery are safely and correctly shut down and left in a secure position
15. Complete the work in the allocated time

LSS04

Operate plant or machinery for accessing

This unit is about operating plant or machinery including powered access equipment, such as a scissor lift, or telescopic handler, to fulfil designated tasks within the Stagehands environment. It requires that you operate and handle all such plant and machinery safely, and that you know their characteristics to ensure effective use in terms of the nature of the task they are to be used for.

It is required that you have received adequate and proper information, instruction, and training to operate plant/machinery according to both regulations:

- PUWER – Provision and Use of Work Equipment Regulations 1998
- LOLER – Lifting Operations and Lifting Equipment Regulations 1998.

Skills and duties for UNIT LSS04 are:

1. Organise the sequence of the work activity with others
2. Identify areas of work for which you need to operate plant and machinery
3. Check ground conditions are suitable for the safe operation of plant/equipment
4. Follow organisational procedures for the requisition of consumables, material and other resources
5. Orientate and secure equipment safely to be ready and in position for the work, in accordance with standard operating procedures
6. The plant and machinery are prepared for the work activity according to the manufacturer's instructions and health and safety procedures
7. During the work activity follow given safety information and procedures
8. Check that the equipment is suitably prepared and set up for the work
9. Comply with organisational procedures to minimise damage to the work and surrounding area
10. Ensure that access to the equipment is safe and secure
11. Operate plant or machinery to lift and transfer loads to given working instructions
12. In the event of accident or emergency ensure procedures are carried out properly and immediately
13. Ensure that at the end of the designated task that plant and machinery are safely and correctly shut down and left in a secure position
14. Complete the work in the allocated time

LSS05

Produce items with specialised finishes

This unit is about creating specialised finishes on items that are required for the set including wood/stones/brick effects and brushing and burning timber to create special age finishes.

The unit requires you to know what is needed, by when and what materials and equipment are required to produce the desired finish. You need to be able to produce the items with the correct specification and with the desired finish.

Skills and duties for UNIT LSS05 are:

1. Operate necessary tools and necessary equipment competently and with regard for workplace procedures and regulations
2. Select appropriate materials for the work required as instructed
3. Choose appropriate materials and lay these effectively to create the desired coverings
4. Create wood effects and finishes as directed using brushing and burning to the required depth and patina
5. Create effects as directed using vacuum forming techniques
6. Cover windbags to specifications and complete the overall effect with the best use of materials

LSS06

Safe and secure hanging of backings

This unit is about the preparation for and operation of hanging backings, which due to their weight and cost need to be carried out extremely carefully and safely. It requires that you operate and place machinery carefully and ensure that you hang backings with due care and attention to their size, material and correct orientation.

Skills and duties for UNIT LSS06 are:

1. Determine in conjunction with the relevant person (such as the Rigger) that the rigging has been erected to a sufficient standard and weight limit to hold the backing
2. Ensure the work area is free from dirt and dust and covered with craft paper, especially when dealing with blue screen backings
3. Handle backings to avoid any damage, dust and dirt
4. Operate and place machinery in order to access rigging
5. Ensure everyone involved knows what steps to take and when to take them
6. Ensure backing is orientated to ensure the correct placement of the backing and is fastened at the top or bottom depending on the orientation
7. Secure backing using fastening and tying techniques that ensure they are completely secure
8. Ensure backing is secured with the appropriate level of tension
9. Ensure the activity has been fully carried out to instructions

LSS07

Assistance to the wood Machinist

This unit is about working with the Machinist to process timber/plywood to meet requirements for the set. It requires working out how much material is required and ensuring those quantities are available to the right quality. It requires that the mill hand works safely and efficiently with the Machinist on many different machines and has sufficient knowledge of the different processes the timber must go through to be fully prepared. To complete the process the prepared material must be delivered to the required places within the studio or outside location.

Skills and duties for UNIT LSS07 are:

1. Agree with the wood Machinist how much material is required for each cutting list
2. Arrange to have the required amount of material ready and available for use
3. Check that the quality of the timber/plywood selected meets the requirements of the planned activity
4. When joinery type timber is required, select the best available timber for the work
5. Have due regard to the different processes and their sequence in order to complete the items to the required finish
6. Arrange for the finished items to be moved to the required location promptly and safely
7. Ensure all activities involving machinery operation and movement of timber/plywood are carried out safely
8. Regularly check that the dust extraction system is functioning correctly and whether the bags require emptying

LSS08

Stagehand housekeeping and security procedures

This unit is about ensuring that the set is regularly maintained by always keeping it clear and free of debris, and that it is made secure at the end of the day and checked thoroughly at the start of the day. It is also about making preparations at the end of the day to ensure a swift start of work the next day.

Skills and duties for UNIT LSS08 are:

1. Check that the set has not been tampered with on opening at the start of the day
2. Ensure the set is free from debris at all times and dispose of waste in a responsible manner
3. Support other members of the crew in maintaining a safe and tidy working environment
4. Interpret the work requirements and layout of the operational area
5. Ensure that a fire lane has been provided for and is kept clear and all times
6. Identify and deal appropriately with hazards which may affect the work activity
7. Identify access and exit points of the work area to maintain security and avoid access by unauthorised personnel
8. Identify and report hazards to the working environment to the appropriate person
9. Put onto charge all those plant and equipment which require recharging for use the following day
10. Ensure all tools are locked securely away at the end of the day's work
17. When closing sets ensure lights and appropriate power sockets are switched off

LSS09

Efficient work practices on set

This unit is about working efficiently and effectively and following set down procedures to avoid causing any delays in production. It requires that you know what work is to be done, what tools and equipment are needed to carry out the work, how to work safely and demonstrate general cooperation.

Skills and duties for UNIT LSS09 are:

1. Develop and maintain effective working relationships with colleagues and associates
2. Communicate in a respectful manner with others and ensure you contribute to an orderly working environment
3. Organise your own work activities to organisational requirements and to maintain good work relationships
4. Co-ordinate your own work with other personnel and related activities
5. Carry out work to agreed standards and specifications
6. Ensure tools and equipment are maintained regularly
7. Work safely and optimise work time
8. Prevent accumulation of waste and debris
9. When you have finished with tools, equipment and machinery, ensure they are left clean and ready for use by others and are stored safely and securely
10. Maintain relevant work documentation

LSS10

Stage workplace safety

This unit is about showing that you are able to comply with health and safety regulations and know what procedures there are on location or in your workplace to ensure the safety of yourself and others. It requires that you know what to do and how to follow procedures in the event of fire and emergencies, and other such hazards.

Skills and duties for UNIT LSS10 are:

1. Identify and report, according to organisational procedures, any hazards to the working environment that you are unable to deal with yourself
2. Ensure that you use protective clothing and equipment appropriate to the work in hand
3. Work safely to recognised practices and with an awareness for others
4. Maintain security arrangements and procedures
5. Use all tools and equipment correctly and safely
6. Use appropriate manual handling and lifting techniques
7. Respond to emergencies including procedures for dealing with emergency situations
8. Maintain security relevant to the workplace needs, own level of responsibility and approved procedures

LSS11

Acting as standby Stagehand

This unit is non-compulsory.

This unit is about acting as a standby stagehand and ensuring that you are ready to carry out any task that may be required. This will involve you coordinating resources and other people to the best effect to ensure the tasks are carried out quickly and as requested.

Skills and duties for UNIT LSS11 are:

1. Respond quickly to situations by choosing courses of action that will not hinder production
2. Ensure you work effectively with other trades to produce the desired effect as quickly as possible
3. Be prepared to work outside of the normal working routine
4. Act quickly when required to produce temporary structures
5. Be able to make good any damage that is feasible in the time and resource constraints
6. Ensure items used during standby times are restocked as necessary for use next time

LSS12

Lay track for camera requirements

This unit is non-compulsory.

This unit is about laying track for camera requirements. It involves assessing the suitability of the surface that the track will be used on, and the type of track relative to the size and weights to be carried. It is about assessing any risks and preventing any damage to surfaces or track.

Skills and duties for UNIT LSS12 are:

1. Check and use only the types of tracks recommended by the Grip
2. Check the supporting surface for the entire length of the track
3. Check above and to the side of the length of the track for obstructions or dangers
4. Assess the probability, and nature, of any circumstances that might affect the stability of the surface
5. Level the track and ensure that it is stable
6. Provide end stops if accessible
7. Ensure that the track is not damaged by falling objects or by moving vehicles
8. Check that any cables cannot be damaged, or tripped over
9. Make sure camera staff are aware of, and follow, the relevant health and safety legislation, risk assessments and other instructions for the camera equipment in use, and the methods of working



USEFUL CONTACTS

ScreenSkills

info@screenskills.com

020 7713 9800

Bectu

info@bectu.org.uk

0300 600 1878



bectu.org.uk/join

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