**Method Statement**

**Activity Changing Lamps**

**Location All Venues**

**Staff allowed Electrics Duty Staff Plus Nominated Supervisors**

**Students allowed** Year One once trained

 Year Two

 Year Three

# Risk Rating As detailed

**Date of creation:** 03 /04/14 SDAH

**Revised** 22/07/15 NP

 04/04/17 JA

 11/09/18 JA

 11/02/20 BC

**Tasks, Associated Hazards, *Action to be taken to avoid hazards***

**1. Approved Tasks As itemised**

**2. Before All Tasks.**

*Ensure that you are wearing appropriate PPE and that your tools are secure.*

*You should follow all codes of practice regarding access equipment e.g. ladders. Check access equipment has valid test certificate and visually inspect before use.*

*Follow manual handling procedures. Beware, some of the lanterns weigh in excess of 40 kg. Lanterns over 15.5kg are identified with red tags on the bonds and should be lifted by 2 people.*

*Never attempt to re-wire or modify any equipment or electrical installation*.

*Check the area is clear of hazards or obstructions, and if working at height, ensure an exclusion zone below where possible.*

**3. Changing lamps**

**Risk Rating** **A** **Staff member actively supervising work**

*Always consult a member of staff before changing a lamp.*

*Always turn circuit off, unplug lantern locally and allow to cool as hot lamp envelopes can cause burns.*

*Open lantern casing ensuring that nothing can fall e.g. frames, barn doors etc.*

*Always use a glove or protective layer to remove the lamp in case of heat or breakage.*

*Check the pins of the old lamp to ensure that the lamp-holder contacts are in a good condition.*

*Always use the correct lamp for the lantern. Spare lamps are in the Electrics Workshop in Silk Street or in the control rooms in Milton Court*

*Never touch the new lamp with your fingers, use its protective packaging.*

*If you do touch the lamp do not use it until you notify a member of staff who can easily clean it.*

*Insert the new lamp the correct way round, never use excessive force.*

*Ensure you remove all packaging before closing the lantern casing.*

*Make sure that you have left the lantern in a safe condition.*

*Check the fuse or circuit breaker, re-plug and fade circuit up slowly.*

*Wrap used lamps before disposal using the new lamp’s packaging and dispose of properly in a lamp recycling box, located outside the Electrics Workshop in Silk Street or pass to PV for recycling in Milton Court who will replace Stock.*