**Method Statement**

**Activity**  **Rigging, De-rigging, and focussing Circle front bars Milton Court Theatre**

**Involves reaching over the circle fronts)**

**Location Milton Court Theatre**

**Staff allowed Members of any department**

**Students allowed** **None until further notice (Staff Only)**

# Risk Rating A Staff member actively supervising work.

**Special notes** **There must be two people present when work is taking place**

 **When the anchor points for using a restraint harness are certified ready to use using an additional restraint harness would be a better method.**

**Date of creation of method statement** 2/4/2014 revised 22/07/15 07/11/ 16

Reviewed 18/04/17 NP

Reviewed 06/02/19 – Ben Collins

Reviewed 11/02/19 – Ben Collins

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

1. **Approved Tasks**

**A rated**; When rigging lanterns or speakers one staff member to rig and one other person to take the weight of the lantern or speaker on a line.

**B Rated** Focussing rigged lanterns /speakers

1. **Main Hazards; falling objects, falls from height**
* Loose objects should be removed from the person.
* Head protection should be worn at all times.
* All tools should be attached to the person by an approved lanyard.
* An announcement of people working in the circle must be clearly made.
* Hard hats should be worn by anyone present and an exclusion zone should be in place

**In addition:**

1. **When performing A rated tasks;**
* The working lights must be on
* The supervising member of staff should be identified.
* An exclusion zone should be created and supervised. Anyone visiting the theatre when exclusion is in place must be actively informed of its operation. Staff to exercise due care.
1. **When performing B rated tasks**
* The supervising member of staff should be identified.
* Anyone working or visiting the theatre must be actively informed of work in progress
* Ensure there is a sufficient level of light to allow safe working.
* Staff to exercise due care.

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