**Method Statement**

**Activity ELECTRICS RIGGING AND FOCUSSING and associated activities**

**Location Theatre / Studio / Other Venues**

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

**Students allowed** Year One

 Year Two

 Year Three

# Risk Rating As detailed

**Date of creation:** 10/11/05

Revised: 09/2009 SDAH

Reviewed: 22/07/15 NP

Reviewed: 04/04/17 JA

Reviewed & amended: 11/09/18 JA

Reviewed 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*

**Please see separate Method Statement for the Tension wire Grid and method statement for luminaire storage and moving**

# 1. Rigging Lanterns

# Risk Rating A Staff member actively supervising work

**1.1 Before using any lanterns, cable or adapters**

*Check that they have a valid PAT safety test label and that there are no cable or casing breaks, loose connections or exposed wires.*

*Check that lantern has safety bond, colour frame, barn doors properly attached and accessory bonded, and hook clamp or spigot as required.*

*If in any doubt about the safety of any lantern refer to staff and do not use.*

**1.2 When Rigging**

*Only rig lanterns on bars, booms or structures intended for that purpose.*

*Be careful not to put hook clamps over cables which are already on the bar.*

*Always lock the hook clamp off securely, attach safety bonds or chains, make sure that any accessories are secured and have safety bonds if appropriate, and ensure that the lantern is ready to focus with all shutters or barndoors open.*

*Make sure that the cable has enough slack to focus the lantern, and that the cable is clear of the lantern casing and especially the gate of the lantern so that it doesn’t burn.*

*Ensure that the cable does not present a trip or hanging hazard and that it is tidy and NOT coiled or tightly folded when in use. DO NOT wind around bars or knot tightly.*

*Cables on the floor should be avoided or protected by dip traps, or grouped and secured with gaffer tape and/or cable mats. Do not run across areas of floor where it may be exposed to mechanical damage.*

*Make sure that all stage level rigging is clearly marked as a hazard and does not block fire exits.*

*Do not rig lanterns close to or pointing at anything inflammable.*

*Do not overload circuits. Use appropriately sized cable.*

*Keep all electrical equipment well away from water*

**1.3 Rigging in the Theatre Technology Lab**

**Risk Rating B Staff member nominally supervising more than one person present**

 **In addition to 1.2 above**

*Rig off a platform i.e. Use the access tower for rigging.*

*If the access tower cannot reach the rigging position use a suitable ladder.*

*Do not overreach, lean, or use chairs, tables etc.*

*Do not climb on or hang on to the grid.*

*Only hang lanterns on correctly rigged scaffolding.*

**1.4 Rigging, and associated activities FOH**

# Risk Rating A Staff member actively supervising work

 **In addition to 1.2**

*Never rig in the bridges if people are directly below, ensure that there is an exclusion zone below the bridges being rigged extending to a safe distance (normally from the safety curtain to the balcony).*

*Anyone below the bridges (for hauling or supervision) must wear a hard hat, and stand safely away from overhead work.*

*When rigging Lower Circle Rail in Milton Court, use the scaffold platform to access bar from auditorium. Ensure legs are set to correct height to take account of difference in floor height at different parts of the rail.*

*Always keep your tools secured and/or on a lanyard.*

*Wear a hard hat with the chin strap applied to prevent it falling off.*

*Remove loose items from your pockets before entering the bridges.*

*Do not leave items on the floor of the bridges these may present a slip and trip hazard or be accidentally kicked off*

*Never allow cables to dangle off the bridges.*

*Any loose cables should be secured to the bars.*

*Mind your head on ventilation ducts and trunking.*

*Do not lean out or over-reach.*

**1.5 Rigging onstage**

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

 **In addition to 5.2 and 5.3**

*Ensure bars are correctly weighted and are not overloaded.*

***NEVER*** *de-rig a counter weight bar unless you are certain that the weights have been removed - always check first with the flying supervisor.*

*Never de-rig a lantern in the air without adjusting the corresponding counterweight.*

*Never fly a bar in unless the tripe has been released /flown in or unplugged.*

*When using temporary supports such as stands, booms, goal posts etc. make sure that they are not over extended or overloaded and that they are properly rigged so as to be in balance .The bases should be adequately weighted or secured to the floor and a secondary suspension point used on booms (e.g. a chain to which the individual lantern safety bonds are attached ) Any free standing booms or stands over 3 metres should normally have a vertical spot line from the grid or fly floor in addition to the ground support.*

**2. Focusing:**

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

*Always observe the tallescope, genie and access equipment codes of practice.*

*Be aware that lanterns become very hot quickly. Keep the lantern switched off until it’s needed. Handle with care and wear gloves if necessary.*

*Once each lantern has been focused make sure it is securely locked off and is left in a safe condition.*

*Do not over tension cables if you need to move a lantern.*

*Always use a torch and move carefully when working in the dark.*

*Always shout a clear warning before you switch working lights off.*

*Ensure that a minimum level of light is maintained with working lights in the wings and by switching on the next lantern to focus before switching off the last.*

*Background noise should be kept to a minimum to enable clear communication.*

*Do not leave tools or accessories on the access equipment when you descend.*