**Method Statement**

**Activity Followspot Operators**

**Location Silk St and Milton Court Theatres**

**Staff allowed Electrics Duty Staff & Nominated Supervisors**

**Students allowed** Year One

 Year Two

 Year Three

# Risk Rating As detailed

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

**Reviewed** 22/07/15 NP

 18/04/17 NP

 06/02/19 BC

 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*

**1. Follow spot operation**

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

*The follow spot will normally be suspended over the Silk Street technical gallery, or positioned on a stand in a box in Milton Court.*

*A secure operating platform should be constructed if necessary to enable safe access to the follow spot.*

*Always keep your tools and pens, clipboards torches and other loose items secured and/or on a lanyard*

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

*Check that there are no loose accessories on the follow spots and that lock off knobs etc. are not over loose.*

*Do not over-reach.*

*Only operate using the heat proof handles and be aware some parts may be hot. Use gloves if necessary.*

*Always leave the spot safely positioned so that if it is turned on it will not burn items in front of the lens or cables touching the body of the spot.*