**Activity**

Loading and Unloading the Guildhall Van

**Location**

Various

**Staff allowed**

Stage and Costume Management Staff

**Students allowed**

Years 1, 2 and 3 under the supervision of the Stage Management Assistant/van driver

# Risk Rating

# M4

**Date of creation/revision of MSP**

26/09/2017

**Before Use**

* Ensure that there are always enough people on hand to complete the task e.g. lifting heavy pieces of furniture and objects in and out of the Van
* Staff and students should wear appropriate clothing and PPE, (high visibility jackets and steel toecap boots/shoes)
* All students should be trained in manual handling beforehand
* Attempt to park the van off of the road, away from the public in a suitable loading bay or area whenever possible
* Take note of any pedestrians and/or traffic flow around the parked van, and the path to it, before attempting to load or unload the van in a public place
* Students will be shown how to load safely e.g. weight distribution when loaded, securing breakables, wheeled objects etc.

**During use**

* The persons(s) should gauge the size of the task ahead and only lift what they feel comfortable with
* Ensure that there are no obstructing objects left for others to potentially trip, fall or knock into
* Follow the manual handling regulations and lift in the correct manner
* Be continually aware of any pedestrians and/or traffic flow around the parked van, and the path to it. Ensure that a clear path is maintained for any pedestrians and/or traffic, when loading in a public place