**Method Statement**

**Activity Luminaire Storage / Moving**

**Location Theatres / 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:** 03 04 14 SDAH

**Reviewed** 22/07/15 NP 08 03 16 SDAH

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*

**3. Retrieving or replacing lanterns in storage areas:**

**Risk Rating B Second person in the area, member of staff nominally supervising**

*Use the ladder provided.*

*Heavy lanterns should be stored on low rails or floor, lighter ones higher up. Pass lanterns down to another person.*

*Beware of loose accessories falling from lanterns and don’t stand directly beneath them.*

**4. Lowering or raising lanterns on hauling line to FOH bridges**

# Risk Rating A Staff member actively supervising work

*This could be either a single purchase hauling line for conventional luminaires, a triple purchase hauling line for lanterns over 15 kilos, or a chain hoist for lanterns over 15 kilos and for rigging moving lights in MCT. Check the condition of lifting gear before use for LOLER compliance. When lowering or raising lanterns on hauling line to FOH bridges do not stand directly beneath and create an exclusion zone.*

*Use a lifting point directly above the desired delivery position. It may be necessary to create a suitable point by using rated cross bars etc.*

*Check the orientation of the luminaire and g clamps to ensure the clamps will travel freely onto the bar without lifting. The weight should be taken by the person hauling at ground level. Operatives working at height may steer luminaires into position (for example onto a bar) but should never undertake any lifting.*

*Ensure that the loop on the rope goes beneath the yoke and over the hook clamp or use a large 3.25 ton shackle and round slings around the yoke of the lantern or through the lifting handles.*

*Other loads should be secured to the line using an appropriate knot.*

*Loose and or fragile objects should be carried via the stairs and the corridor door to the bridges.*

*Ensure the hauling line can run smoothly through the pulley etc, and do not allow it to foul on a bar, for example.*

**5. Storing Lanterns on winched storage bars**

# Risk Rating A Staff member actively supervising work

*Ensure the SWL marked on the bars and the point load capacity 70kg mid suspension point is not exceeded.*

*Safety bonds should be attached and hook clamps tightened.*

*Announce bar movement before moving bars.*