

**Technical Theatre**

**Method Statement**

**Activity:** Transportation of costumes on public highways using costume CAT rails and large cage trollies

**Location:** Between GSMD buildings and costume store

**Staff allowed:** Yes, providing one other person assisting

**Students allowed:** Yr.1 After training from supervising tutor

Yr.2 providing a minimum of two people. 1 either end of rail/trolley

Yr.3 providing a minimum of two people. 1 either end of rail/trolley

# Risk Rating: C

**Date of creation/revision of MSP:** Risk assessment created June 2015

Revised April 2021

**General:** Check if there is an alternative method available for transportation of costumes. E.g. availability of a van for large loads (particularly to store) or if small - can one person manage with a shopper/suitcase?

**Before Use**

* Make sure there is a minimum of three people available for transportation of CAT rails between Milton Court and Silk Street buildings & large cage trollies between the costume store and other buildings
* Plan the best route that allows for safe transportation
* An awareness of the highway code
* Put on a ‘*high viz’* vest and wear appropriate closed toe shoes
* Do not overload rails or trollies, and make sure they are covered

✗ ✓**During use**

* Concentrate on the task
* One person at the front of load, one person at the back and one person to Supervise a clear route
* Stop and look and listen for traffic before crossing the roads
* Use zebra crossings and dropped curbs
* Be aware of other pedestrians using footpaths
* Be alert to other people/vehicles using public walkway at all times