

METHOD STATEMENT WORKING IN THE PROPS AND FURNITURE STORES

Activity

Working in the Props and Furniture stores

Locations

Car Park stores, Red Door (Silk Street), -2 Running Room (Milton Court) and offsite storage

Staff allowed

Stage Management Staff

Students allowed

Years 1, 2 and 3 once introduced to the space and informed of the protocol in order to keep all spaces safe and tidy

Risk Rating

M2

Date of creation/revision of MSP

Reviewed: 14.09.2020, Kate Russell

Created: 27.09.2017

Before Use

- Ensure that there are always enough people on hand to complete the task i.e. lifting heavy pieces of furniture and transporting objects to and from the stores. It is also advised that staff and students are wearing suitable clothing, high visibility jackets and steel toecap boots/shoes beforehand
- All students should be trained in manual handling beforehand, gauge the task and only lift what they feel comfortable with
- The person(s) should use the step stool to reach objects stored at height
- Students should not go to the Car Park stores alone in the dark
- Students should always be aware of their surroundings, moving vehicles and members of the public when walking to and from stores, especially when transporting items. This is especially relevant at the Car Park stores, as there are many moving vehicles, students will be briefed beforehand
- 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
- Do not block the top shelves in the Car Park Props store, as clearance must be maintained for the sprinkler system
- When transporting items between stores on trolleys, students must wear high visibility jackets and steel toecap boots/shoes