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Generic Lighting Equipment Usage

METHOD STATEMENT

ARRIVAL AT SITE

Locate the production manager for the event and advise him/her of your arrival. If you are delayed for any reason ensure that:

- The venue is made aware of the situation and of your estimated time of arrival.
- A manager of the company is advised of the situation.

Managers can be contacted telephone as follows:

Karl Ashman 07970 640201

Stu Petersen 07785 905731

At least one Manager is contactable 24 hours a day

TRUCK MOVEMENTS

- Make sure a responsible person is marshalling the truck and that all other personnel are standing clear.
- Observe any potential hazards or pitfalls that might hinder the safe maneuvering of the truck.
- If you are assisting the driver ensure that he can see you at all times either directly or via his mirrors.
- If you do see any obstacle or unsafe situation developing shout out STOP! Loudly and bang hard with your fist on the side of the body of the truck.

An important note:

- DO NOT WORK UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

UNLOADING

- Care to be taken when opening truck doors, check that the load has not moved and nothing is able to fall or cause injury.
- Ensure that all other personnel are standing clear of the doors.
- Make sure area is adequately lit.
- Put ramp into place using a minimum of two persons.
- Carefully undo load bars/straps ensuring that no unforeseen load movement will occur.
- Use sufficient personnel to lift within the truck load space.
- Observe correct lifting practices
- Use forklifts for very heavy items.
- Stand clear of driving area when forklift is in use.
- Ramp equipment off in a controlled safe manner using the appropriate number of loading personnel.
- NEVER undertake a loading or lifting task in unsafe circumstances or with insufficient personnel.

EQUIPMENT HANDLING

- Use correct lifting practices
- On large/tall items use the appropriate number of personnel and assess the item carefully before attempting to move it.
- Use required amount of personnel to lift consoles into a position, where equipment is stacked, stack on level surfaces.
- Always check trusses and risers for security and stability before commencing the installation. If in doubt do not allow the lighting to be hung / placed and refer to a responsible person.
- Secure Lighting Fixtures / bars using approved attachment clamps / hooks,. ensure that appropriate safety bond/s are installed for each bar / fixture.

EQUIPMENT PLACEMENT

- Distribute/sort cases to the equipment store area marked as 'Technical Store' as specified by the venue or on any drawing that you may have available.
- Leave clear pathways and observe access to emergency exits.

POWER DISTRIBUTION

- Contact the approved site electrician before connection of any Peak Hire Ltd equipment to the house or site supply.
- All power supplies are to be measured with reference to appropriate earth/neutral connections.
- Power is to be turned off and tested safe whilst wiring in tails.
- Run cables in areas where interference or damage by others or by machinery cannot occur.
- Locate power distribution system in a dry area and label accordingly if the venue has not done so.
- On no account connect or be persuaded to service house mains supplies. If a house electrician is not available WAIT until a qualified person can be located. Do not be pressured into attaching tails to house services or to generators.
- After installation conduct a full power test (see testing procedures) to ensure that the supply will not fail under full load. Request that any other power demands are switched onto full capacity (i.e. lighting systems etc) to ensure that the service will not fail under full load.
- Check the earth leakage on the system meters and perform an earth leakage trip test to ensure that the trips are working normally.

MOTOR HOISTS

- Always inspect motors before use.
- Make sure chains are not twisted.
- Do not handle while motor is moving.
- Always ensure that motor test certificates are current. Do not use a motor hoist that is out of test.

RIGGING

- NEVER be persuaded to climb to a height of more than 2m from the nearest safe surface.
- Always ensure that a competent rigger is installing the points.
- Decline to install Lighting on points that are not obviously satisfactory. If in doubt ASK.
- When flying the system particular attention should be given to cable management to prevent the cables becoming trapped during ascent. This can impose huge loads upon the system and could in extreme cases result in component failure
- ! Always ensure cables are supported via a cable pick using a “spanset” and shackle noosed around the cable so as to take the weight of that cable / cables. Never tie off the cables using just PVC tape!
- ! Never place shackles, tools, components, cables or any other item on the top of a loudspeaker system or lighting fixture, even for a moment during assembly. The item may be forgotten and remain on the system after it is flown. Vibration will cause the item to move and almost certainly fall causing possible injury should it hit anyone.

Secondary Safety Rigging

- The requirement for secondary safety systems varies with territory and often from venue to venue. For example, some authorities require secondary safety steels only where the system is being flown above public areas.
- The ABSOLUTE RULE when using Peak Hire Ltd systems is that secondary safety steels MUST be fitted to any installation whether permanent or temporary. The secondary safety steel should be attached to the recommended point and that should be fixed to a suitable separate point in the supporting structure.
- The secondary safety steel and accessories MUST have a SWL equivalent to or greater than that of the principal rigging system and should be installed independently for each Installation..
- As with all other rigging equipment, the secondary safety system should be inspected and installed by a qualified person.

Test Certificates

- Always ensure that all equipment is supported by a current test certificate and ask to see certificates for any equipment provided by others, especially motor hoists.
- Steels, shackles and other rigging hardware should be clearly stamped with safe working load (SWL) and should appear serviceable and free from surface damage.

GROUND CABLING

- All cabling to be run through cable traps where possible.
- Cables traveling through walkways or public areas need to be covered with either proprietary cable ramp or matting./ Gaffa Tape
- Matting should be marked with white tape.
- Cables are to be laid in parallel to each other.
- If cable is to be run overhead, it needs to be securely fastened to a static structure.
- Overhead cables need to be out of reach of the public.
- Run cables in areas where damage is least likely to occur.

AFTER THE EVENT

- Conduct the de-rig and load-out in accordance with the advice and obligations of the preceding chapters of this document.
- Especially observe that personnel are tired and less quick to react after an event. Make allowance for this and increase safety margins.
- When loading the truck ensure that the load is safe and secure and that the load cannot move during transit.
- After the load-out is complete conduct a complete check of the venue to ensure that nothing has been left behind. Ensure that Peak Hire Ltd personnel have not been responsible for any damage to the venue and that the Company has not left any undue litter.

LEAVING THE VENUE AND TRAVELLING

- Always advise the production manager that you have completed your tasks and are ready to leave the venue.
- If you are tired and are intending to drive take extreme care. If you feel that you are too tired to drive take a break and if necessary check into an hotel.
- **DO NOT DRIVE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.**

Method Statement ends.