



Method Statement

This form is to be completed alongside a risk assessment. Staff and students should have all applicable method statements available to them for sign off.

Department:	Digital Film (Faculty Art and Design)
Accompanying Risk Assessment(s)	Cool lights
MS written by:	Kylie Boon
Approved by:	
Date	20/04/17
Brief Nature of Activity:	Safe use of cool LED lighting kits. Kits available for loan from stores to be used off site for project work, and a range of larger LED lights available for use in the film lab. (All staff or students using these kits or equipment will need workshop training or safety training as part of a lab induction before they can use/book the equipment).
Who will be undertaking this activity (circle all that are appropriate):	Staff / Students
Will there be appropriate supervision?	N/A
Outline the controls and safe working practices that should be followed: Continue on a separate sheet if necessary	1. General • All lights must be supported by the dedicated stands. • All lights must be powered by the correct cables, which appear alongside the unit or as part of the kit. • Lighting stand legs must be spread over a large surface area, reducing the likelihood of the stand falling over. • Power leads must be placed where they cannot be tripped over or secured by gaffer tape to prevent tripping hazards. All tape must be removed when finished. • Cables must not be twisted, or appear to have any strain or pulling from the light or mains. • Adequate lighting must be switched on when setting up and dismantling. • Individuals in the area must be made aware of increased trip hazards and importance of good housekeeping in reduced lighting situations, for example when filming is taking place. • In the event of any physical damage to the unit or electrical odours, turn the unit off on the mains wall switch and report to a member of staff. • When moving lights and stands environmental considerations need to be taken into account, for example adequate lighting, slip or trip hazards. • Maintain good handling techniques when moving or adjusting angle of lights/barn doors make sure stands are secure e.g. wheels locked or stands extensions locked. • Make sure all the extensions of the stand are

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	locked and the light is secured before moving. • Secure stands with sand bags if needed. • When moving all stands make sure stands are not fully extended. • Always ensure proper ventilation by keeping all ventilation openings clear, give the fixture at least 6" (15cm) clearance from the rear of the fixture. • Do not place lights against flammable objects such as fabrics etc. • Do not operate the lighting in a confined space. • Regular equipment tests by a technician, and visual inspection of cables. • Annual PAT test. • If extension cables are being used do not exceed the maximum load, do not plug an extension cable into an extension cable. If the extension is in the form of a drum the entire cable must be unwound fully from the drum. • Turn off lights when not in use, do not leave lights switched on when unattended. • Clean the fixtures with a dry cloth only. • Do not block any ventilation openings on the fixtures. • To reduce the risk of fire or electric shock, do not expose the fixtures to rain, moisture or other liquids. 2. Specific to film lab lighting equipment • The larger lights are on wind up stands, which have lockable caster wheels. Make sure these wheels are locked when lights are static. Do not use hands to lock these wheels kick the lock with the ball of your foot. Adequate footwear is required to do this. • Don't remove the lights from the wind up stands they should remain fixed permanently. • End of session all lights must be turned off on the unit, on the wall mains switch, and unplugged. Any gaffer tape used should be removed and the equipment safely stored in its original location. • Small stands should be taken down and stored, larger wind up stands should be lowered to lowest position and extensions secured. 3. Specific to store lighting kits • If using battery power option use provided Velcro straps to secure the battery and the adaptor to the stand, do not place battery on ground. • Use ledge on stands to support weight of the battery; do not position the battery high on the stand. • Do not use in wet or damp conditions.
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	• Avoid operation in inappropriate environments or adverse weather conditions. • End of use all lights must be turned off on the unit, on the wall mains switch if needed, and unplugged. • Any gaffer tape used should be removed and the equipment safely stored in its original location within the kit. 4. Other • Sola 4/9/12 - always use the fixture right side up. Swing the yoke down below the fixture for use on a stand, or up above the fixture for hanging from a grid or ceiling. • Do not exceeded 13amp power from any socket.
Is a safety induction required?	Yes
Has a safety induction been carried out?	N/A
Date of Induction	Prior to equipment use and on-going for new students and staff.
Is the register of names for this MS attached?	N/A
Any questions please contact the H&S Department.	

Signed by (person completing this form): _____

Job title: _____

Approved by: _____

Job title: _____

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Those participating in the activity read the attached method statement. Could you please confirm your understanding of what is expected of you, to carry out the activity safely, below:

Any queries / questions please ask, only sign this register if you are confident about the attached safety procedures on the Method Statement.

First Name	Surname	Signature	Role / Student	I understood the content of the method statement?