



## 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.

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| Department:                                                                                                               | Digital Film (Faculty Art and Design)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Accompanying Risk Assessment(s)                                                                                           | Portable backdrop                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| MS written by:                                                                                                            | Kylie Boon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Approved by:                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Date                                                                                                                      | 20/04/17                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Brief Nature of Activity:                                                                                                 | Safe use of the portable backdrop available in the film lab.<br><br>(All staff or students using this equipment will undergo safety training before they can operate or book this piece of equipment. This training will be part of a workshop or during the lab induction process).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 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:<br><br>Continue on a separate sheet if necessary | <p>1. General</p> <ul style="list-style-type: none"><li>• Stand legs must be spread over a large surface area, reducing the likely hood of the stands falling over.</li><li>• Two people needed to construct the arm and place it safely onto the stands. Do not make any bold movements or sharp turns whilst positioning the arm.</li><li>• Make sure the fastening fixtures are secured on top of the stands so that the arm is locked in place.</li><li>• Attach the arm, fabric backdrop and locking fixtures with the stands at its lowest height.</li><li>• Make sure to tighten the extensions on the stands when raising or lowering the backdrop.</li><li>• Lower the stands fully in order to change the backdrop fabric.</li><li>• Make sure the stands are lowered, and extensions locked when moving. Remove backdrop.</li></ul> <p>2. End of session</p> <ul style="list-style-type: none"><li>• Any gaffer tape used should be removed and the equipment safely stored.</li><li>• Frame should be disassembled, stands taken down and placed back in original location.</li><li>• Fabric backdrops need to be folded and placed back in original location. This folding requires two people.</li></ul> <p>3. Other</p> <ul style="list-style-type: none"><li>• Do not step on the backdrop without shoes or with socks only. Do not walk onto backdrop with</li></ul> |



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|                                                             | <p>dirty shoes, use plastic shoe covers, these can be found in the lab.</p> <ul style="list-style-type: none"><li>• No food, drink or liquids to be in close proximity to the fabric backdrops.</li><li>• No candles, aerosols or anything similar to be used in close proximity to the backdrop.</li><li>• When lighting the backdrop, lights cannot be in close proximity to the fabric. Lights need to be positioned at a distance.</li></ul> |
| Is a safety induction required?                             | <b>Yes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Has a safety induction been carried out?                    | <b>N/A</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Date of Induction                                           | Prior to equipment use and on-going for new students and staff.                                                                                                                                                                                                                                                                                                                                                                                  |
| Is the register of names for this MS attached?              | <b>N/A</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Any questions please contact the H&amp;S Department.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

Signed by (person completing this form):

Job title:

Approved by:

Job title:

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## Method Statement

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<br>content of the method<br>statement? |
|------------|---------|-----------|----------------|---------------------------------------------------------|
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