

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)	
MS written by:	Christine Shaw and Kylie Boon
Approved by:	
Date	21/06/17
Brief Nature of Activity:	Projection on to a wall or screen
Who will be undertaking this activity (circle all that are appropriate):	Staff / Students / Others
Will there be appropriate supervision?	Yes / No / N/A
Outline the controls and safe working practices that should be followed: Continue on a separate sheet if necessary	1. Do not use the projector in extremely hot, cold or humid environment. Refer to the user's manual to find out about the recommended temperatures for use as well as humidity. 2. Do not place the projector in direct sunlight. 3. Do not use the projectors in areas of excessive dirt or dust. 4. Do not use the projector near any appliance that generates a strong magnetic field. 5. Any trailing cables / extension leads should be positioned where they will have minimal foot fall. They must be secured to the floor with cable covers or "gaffa" tape to prevent trips and falls. 6. Do not touch the bulb or the lamp glass at any time. The bulb may explode due to improper handling. 7. The lamp becomes very hot with use, DO NOT ATTEMPT to change the lamp. Please contact the Film department to arrange for a replacement projector – subject to availability. 8. To reduce the risk of injury to the eyes do not look

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	directly into the lens of the projector whilst it is switched on. Avoid standing facing the beam for more than a few seconds at a time. In a classroom setting step outside the projector beam when turning to face the class for any length of time. 9. To reduce the risk of injury to the eyes, do not look directly into the laser light of the remote control and do not point the laser beam into anyone's eyes. This remote control contains a Class II laser product. 10. Window light should be controlled with adequate blinds to prevent the need to use an increased degree of brightness from the projector which could lead to eye discomfort / damage. 11. Do not block the ventilation slots and openings on the projector. 12. When you have finished using the projector press the off button twice, you will hear the fan speeding up, DO NOT SWITCH the power OFF at this point. Wait until the red light on the projector starts flashing and the fan ceases to run. It is then safe to disconnect it from the power source. 13. The projector may suffer damage if it does not cool down properly after use. 14. Always place the cover on the lens and make sure the support leg is retracted before placing in the bag. Remove any temporary tape or cable covers from the floor.
Is a safety induction required?	Yes / No
Has a safety induction been carried out?	Yes / No / N/A
Date of Induction	



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Is the register of names for
this MS attached?

Yes / No / 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.

[illegible]