



## 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)                                                                                           | Steadicam                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| MS written by:                                                                                                            | Kylie Boon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Approved by:                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Date                                                                                                                      | 20/04/17                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Brief Nature of Activity:                                                                                                 | <p>Safe use of the steadicam rig available in stores for use on university premises/film lab and off site project work.</p> <p>(All staff or students using this equipment will undergo safety training before they can operate or book this piece of equipment. Safety training includes construction deconstruction as well as operation).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 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. Construction</p> <ul style="list-style-type: none"><li>• Place main rigid arm into docking bracket and secure in place with pin before adding individual components (batteries, monitor, camera, cables etc.)</li><li>• Ensure the camera plate/sled is locked and secured in place.</li><li>• Place rig onto balancing pin, to do this hold gimbal/centre of gravity on the rigid arm firmly and move.</li><li>• Carry out necessary balancing acts, ensure all components are secure and locked in place.</li><li>• If the position of the gimbal needs to be adjusted do not do this while the rig is vertical. Turn the rig horizontal and use an allen key to loosen the gimbal and slide to desired location. Tighten and lock in place when complete.</li><li>• Once balancing acts have been carried out place main rigid arm into docking bracket and secure in place with pin.</li></ul> <p>2. Body harness/vest</p> <ul style="list-style-type: none"><li>• Ensure vest is worn correctly, and the correct clips have been fastened.</li><li>• Centre spar needs to be vertical.</li><li>• Shoulder pads snug on shoulders.</li><li>• Straps aligned and tight.</li><li>• Chest and hip pads are fitting.</li><li>• Ensure vest/harness is secure but also individual able to move freely.</li><li>• An assistant is needed to attach the vest/body</li></ul> |

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harness correctly, and adjust as necessary.

### 3. Mechanical arm

- Additional person needed to attach the mechanical arm to the body harness/vest.
- Attach mechanical arm to the body harness/vest via the socket block lock on the vest. Ensure the arm is secured and locked in place.
- Operator should hold top of the mechanical arm with one hand this will stop the arm from swinging.
- When adjusting the angle of the rig to that of the operator use screws on the lower part of the mechanical arm and body harness. Whilst doing this ensure one hand remains on the top of the mechanical arm to restrict its movement.

### 4. Picking up the rig

- Place main rigid arm into docking bracket and secure in place with pin.
- Operator proceeds to pick up the rig by bowing from the waste. Whilst leaning forward use one hand to steady the mechanical arm and the other to place the gimbal of the rigid arm onto the balancing bracket of the mechanical arm.
- Assistance may be needed to align the balancing bracket of the mechanical arm with the gimbal of the rigid arm.
- Ensure both parts are connected and fixed.
- Release locking pin on docking bracket.
- Operator then takes weight of the rig.
- Make sure upon taking this weight that the operator has one hand firmly on the gimbals centre bar this should take the main weight of the rig as the operator stands straight.



- The other hand should be placed on the gimbals connection to the mechanical arm; this should control the direction of the arm/rig and stop it from swinging.



- These above hand positions are standard and

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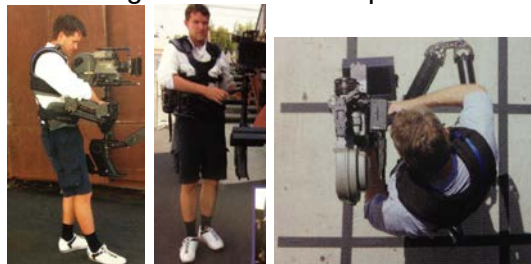
should remain fixed during operation. Hands or fingers should never be placed upon the mechanical arm, as there is a risk fingers could get caught in the mechanism.

- To adjust lift capacities of the arm turn the adjustment knobs on the mechanical arm. Ensure that the operator does not place hands between the mechanisms of the mechanical arm (springs). One hand must remain firmly fixed and grip the gimbals centre bar whilst making this adjustment.



### 5. Operation

- Before operating ensure environment is appropriate and path is clear. Remove any possible obstacles before hand from operators path, ensure there are no trip hazards.
- Maintain good balance and posture.



- Always walk forwards and backwards during operation never side to side.
- When stopping use your body to stop and then your hands to bring the rig to a complete smooth stop.
- A spotter is needed during operation, this person remains behind operator not in direct contact but as support. This person guides the operator around obstacles or alerts operator to objects/obstacles in their path.
- Do not run with this rig, if quicker camera work is needed do not increase your stride rather take small rapid steps.

### 6. Breaks

- Ensure regular breaks are taken do not exceed personal capabilities.
- Adopt the rest position if needed whereby the rig rests on the shoulder of the operator and is held firmly via the main rigid arms gimbal.



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|  | <ul style="list-style-type: none"><li>• If the rig needs to be taken off ensure the main rigid arm is placed back into the docking bracket and locked in place with pin. To do this operator needs to bow at waist and disconnect gimbal from mechanical arm (assistance may be required). Once arm is no longer attached operator should hold the top of the mechanical arm to restrict its movement.</li></ul> <p>7. Disassembling</p> <ul style="list-style-type: none"><li>• Operator bows at waist and places the main rigid arm into the docking bracket lock in place with pin. An assistant may be required at this point.</li><li>• Once locked in place operator disconnects mechanical arm from the gimbal. To do this ensure taken up a bowing position and use one hand to lift the gimbal and other to steady the mechanical arm.</li><li>• Once arm is no longer attached operator should hold the top of the mechanical arm to restrict its movement.</li><li>• Assistant may be needed to unlock and remove mechanical arm from vest/body harness.</li><li>• Assistant may be required to unlock and remove vest/body harness.</li><li>• Disconnect individual components from the rigid arm while it is locked in the docking bracket (batteries, monitor, camera, cables etc.)</li><li>• Proceed to pack components in the correct location within the kit case. Make sure no components are missing and every part has been accounted.</li></ul> <p>8. Other</p> <ul style="list-style-type: none"><li>• Do not exceed personal capabilities; if an individual has any medical issues do not attempt to lift any load or operate this equipment.</li><li>• Assistant needed to make minor adjustments to the rig, help with assembling/disassembling, and spotter needed during operation.</li><li>• The operator and assistant should wear appropriate footwear at all times.</li><li>• Use a trolley to transport this kit.</li><li>• Maintain good manual handling techniques when moving/transporting this kit (see manual handling method statement for guidelines).</li><li>• Avoid operation in inappropriate environments/conditions for example snow loose sand/earth.</li><li>• Individuals operating and using this kit need to be in good physical fitness, if there are any underlining medical issues such as back issues do not use.</li><li>• For optimum operation and performance of this rig use cameras of a specific weight.</li></ul> |
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|                                                             | <p>Recommended 4 -15lb (1.8 - 6.8kg).</p> <ul style="list-style-type: none"> <li>• Due care and attention needs to be taken when adding additional weight to the lower half of the rig (for balancing issues when using lighter cameras). It is recommended to use the batteries/monitor as counter weights and adjust the position of the gimbal when using lighter cameras. Do not connect make shift weights, use purpose designed weights and equipment only.</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: \_\_\_\_\_

## 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 content of the method statement? |
|------------|---------|-----------|----------------|---------------------------------------------------|
|            |         |           |                |                                                   |
|            |         |           |                |                                                   |
|            |         |           |                |                                                   |