



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)	Manual handling
MS written by:	Kylie Boon
Approved by:	
Date	26/05/17
Brief Nature of Activity:	This covers a range of activity, mainly focusing on handling larger items of filming equipment and large equipment kits from stores.
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	A manual handling risk assessment should be written where there is a significant chance of harm, or injury, occurring to a staff member or a student when undertaking manual handling activities. Refer to university guidelines and complete a manual handling risk assessment for individual tasks/activities if needed (guidelines and template can be found on University website). 1. Person • Competent person trained in manual handling techniques. • Assess and consider individual capability: physical characteristics of the individual (size, height, weight, gender, training knowledge). Assess features of the individual e.g. disabled or pre-existing conditions such as past injury, if individual is pregnant. • Do not exceed your personal capabilities. 2. Equipment • Use trolleys to make the process easier if needed. 3. Activity • Employ correct manual handling techniques. Do not attempt to lift excessively heavy loads without assistance. • Assess the load: size, shape, weight, difficult to grasp, content likely to shift, sharp (potentially difficult/damaging to handle). • Assess and consider the task: excessive movement and lifting of loads, lowering, carrying over distance. Excessive pushing or pulling of



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	loads, risk of sudden movement of load. • Always lift with both feet on steady footing. • Always get help if the load is too heavy or difficult. • Always try and maintain good posture. • Do not twist or turn your back while lifting. • Do not overextend or put your body in an awkward position. 4. Location/environment • Assess the environment ensure the load is not being carried in: wet, slippery, stairs, dark/poor lighting conditions, uneven, unstable floors etc. Layout of the workplace including access to the item to be lifted. • Consider space constraints preventing good posture. 5. General • If possible reduce the weight/size of the load. • Always carry out good handling techniques for both individual lifting and team lifting. • Avoid unsatisfactory body movements or posture (twisting, reaching upwards or downwards etc.). • Plan any lift before starting.
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:



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

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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?