

This work method statement is written in accordance with the [College Manual Handling Policy and Procedure](#).

Manual Handling is the transportation or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or by bodily force. The term 'load' includes objects, people and animals. The requirements of this Policy are based on the principle that staff and/or students shall not undertake manual handling tasks having the potential to cause harm, unless they have, in the first instance, been risk assessed. Where the risk assessment identifies it to be necessary, prior to an activity being undertaken, appropriate training shall be provided, together with any essential manual handling and personal protective equipment being available.

Work activity general risk assessment	GRA reference	Risk rating
Moving boxes of stationery and other paperwork	GRA 1.5	MED
Classroom practical teaching	GRA 2.2	MED
Set construction and art installation	GRA 5.12	MED
Location film recording	GRA 10.2	MED
Lighting grid maintenance and reset operations	GRA 3.2 / 3.15	Both MED

Example work tasks:

<p>(1) Lifting and carrying</p> <ul style="list-style-type: none"> • Carrying, erecting and dismantling set flats and rostra • Carrying and placing heavy props and scene equipment, such as items of furniture, stage weights, etc. • Carrying step ladders • Transferring and loading location equipment into cars, such as lighting kits, track & dolly kits, etc. • Receiving delivery of packaged new goods • Moving boxes of stationery (e.g. 2,500 sheet boxes of A4 copier paper) • Transferring boxes of marking between office and car 	<p>(2) Pushing and pulling</p> <ul style="list-style-type: none"> • Pushing equipment and props trolleys • Pushing lighting grid trolleys and into position from floor level using a long pole <p>(3) Catching hands, fingers and feet</p> <ul style="list-style-type: none"> • Setting up, operating and collapsing video tripods and lighting stands • Setting the studio microphone boom to operating height • Operating camera pedestals • Setting up and operating jib arms and track & dolly kits
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Physical environment:

- Floor areas must be solid, flat and clear of obstructions in order to prevent tripping over unseen items or having to use additional force to push trolleys
- Layout of work areas should aim to minimise both distance between locations where items have to be transported and any changes in level
- Any ramps, steps, kerbs and doors must be clearly marked and will often require additional assistance when carrying items or pushing trolleys
- Storage areas must be designed to minimise the need to reach up and bend down to retrieve heavy or bulky items
- The need to use access equipment during lifting and carrying tasks must be eliminated to the fullest extent
- Access to work areas may need to be restricted in some circumstances, for example by keeping a corridor off-limits to others when a number of heavy and bulky items need to be transferred between rooms

Sequence of tasks:

1. All manual handling tasks must be fully risk-assessed by suitably trained members of staff and specific control measures implemented, including any special requirements for new and expectant mothers and other people with high risk conditions.
2. The risk assessment must also consider instances when visitors may need to undertake manual handling, for example a guest practitioner giving a class involving equipment.
3. Storage areas and routes that are likely to be used frequently for transporting items must be designed to ensure safe and efficient working.
4. Heavy or bulky items should be identified and labelled with their actual weight (gross if it is an equipment case containing a number of kit items), stating a requirement to seek assistance when lifting.
5. If it is not possible to eliminate the need for manual handling in relation to a specific task, the work activity should be planned to reduce the level of risk.
6. Planning of any work activity will specify training requirements, who is permitted to undertake the task, how many persons are needed for the task, the duration of the task and what equipment is required, including any trolleys, carrying containers and PPE.
7. When tasks that cannot be undertaken by departmental staff, a request must be initiated via the Campus Maintenance portal for the College porters to undertake the work.
8. Appropriate care must be taken when setting up, operating and dismantling lighting and grip equipment.

9. Equipment must be checked before use to ensure it is in good order; any damaged or broken equipment must be removed from service and replaced or repaired by a competent person or agent.
10. Any incidents or accidents occurring during manual handling operations must be reported using the College incident and accident reporting procedure.

Supervision:

- Staff are responsible for supervising their immediate work area
- Line managers are responsible for ensuring their staff understand and comply with instructions, specifically: Head of Department (academic staff), Head of Production Facility (practice support staff); Department Manager (administrative staff)
- Academic staff are responsible for supervising the areas used in the course of their teaching
- Technical support staff are responsible for operational supervision of designated areas of student production space
- Certain production operations require continual supervision by the relevant practice course tutor or the Studio Manager
- Certain manual handling operations are restricted to competent persons, such as lighting grid access, maintenance and resetting
- For location recording, a designated member of the student crew is responsible for undertaking specific safety risk assessment and ensuring cast and crew understand and comply with the required control measures

Written Instructions:

- [Location filming code of practice](#) – especially section 11 about collecting and transporting the equipment

Training:

- Staff undertaking significant manual handling work require training and retraining every three years
- College staff training course: [Manual handling risk assessment](#)
- College staff training course: [Manual handling practical skills](#)
- Students are trained in practical handling skills during the 'Lighting, Electrical and Grips workshop'
- Students are also trained in set build and props handling techniques during the 'Setiquette' class
- Students receive ongoing incidental handling training during their practical classes

Reference material

- HSE website: <http://www.hse.gov.uk/msd/faq-manhand.htm>
- HSE Leaflet: [Manual handling at work](#)
- HSE leaflet: [Making the best use of lifting and handling aids](#)
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