



This work method statement is intended to operate in accordance with the College’s [policy and procedure for work at height](#).

All location filming work at height must be risk assessed using the [Production Buddy](#) on line risk assessment system

Work activity general risk assessment	GRA reference	Risk rating
Office work	1.4	Low
Using location filming equipment	2.12	Low
Television Studio operations	3.9, 3.10	3.9 (Med), 3.10 (Low)
Construction, scene painting and installation	5.4, 5.5	Both medium
Driving and working with vehicles	7.5	medium
Using MEWP, ladders and step ladders	All sections	8.1 and 8.7 (low), otherwise all identified hazards are rated medium
Filming on campus	10.12; 10.13; 10.14	10.12 low 10.13 med 10.14 med

Example work tasks:

- Putting a box of stationery on a shelf above head height
- Filming from a bridge overlooking a pedestrian walkway
- Accessing the TV studio lighting grid to change a component
- Attaching dressing such as a drape to the top edge of a 2.4m x 1.2m set flat
- Mounting an art installation component to the wall or overhead scaffolding in Williams Practice Teaching Space.

Physical environment:

- Operating environments must be planned and organised to reduce the requirement to work at height, for example by limiting the height of storage installations so items can be safely retrieved and replaced when standing at floor level.
- An appropriate location must be designated for safe storage of any equipment used for working at height

- Floor surfaces must be firm, level and slip resistant – for location productions, floor and ground surfaces must properly assessed to ensure equipment can be operated safely
- It will often be necessary to restrict access to spaces below high working areas to avoid the possibility of injury through items being dropped. For example, normal access to the TV studio floor should be prohibited while tools are being used to maintain lighting grid components
- Consideration must also be given to the need to exclude incidental visitors from any areas where work at height is being planned so that work can be undertaken free from distraction and risk of injury through dropped items. Such areas need to be clearly marked and suitable official notices displayed.
- For any outdoor work, weather forecasts should be monitored to ensure safe conditions during the planned period of work
- Certain environments used for location recording pose risk of falling objects and must be risk assessed using the *Production Buddy* on line risk assessment system so that suitable control measures can be implemented. One example might be the risk of dropping equipment from an elevated camera position, such as a bridge or balcony. Another example might be working under trees where debris might be dislodged by high winds and fall on the film crew.
- Access to areas such as rooftops on campus to be approved and directed by a competent member of the Maintenance Services staff
- Building maintenance or the College's appointed project managers must also ensure any staff or contractors apply appropriate and effective standards when planning any work at height in areas supervised by the department, in liaison with the Head of Production Facility (for Media Arts Centre) or Department Manager (for Arts Building).

Sequence of tasks:

1. The first decision in planning is whether or not there is an actual need to work at height. For example, an alternative approach might be devised if the particular work activity offers limited educational benefit to a students' coursework relative to the level of risk involved. Another example might be assembling a group of components at floor level to reduce the amount of work required at the higher level.
2. If subsequently it is determined work at height is required, the activity must be planned to take in to consideration the competence, ability and number of people required to do the work including additional people to secure or operate any access equipment, the space in which they will be operating, the type and quality of the equipment to be used, the possible need to control access to the work area at both high and low levels and the provision of any protective equipment that may be required such as hard hat or gloves.
3. Lone working is not permitted for any work at height.
4. At a more detailed level of planning, appropriate positions need to be identified to enable safe use of access equipment such as ladders and step ladders, including firm surfaces to lean a ladder against, stable, level and slip resistant floor surface and allowing placement of equipment to eliminate the need to overreach while performing the required task.

5. Anyone identified as having a pre-existing condition that would cause significantly higher than usual risk will be prevented from working at height and alternative arrangements made by the appropriate line manager to complete work.
6. The timing of the work should be considered in terms of weather conditions and working on days or times of the day when others are less likely to be affected by or interfere with the work.
7. The duration of the work must also be considered and arrangements made to prevent working at a high level for long periods at a time, for example by instructing the worker to return to floor level at regular intervals during the work.
8. The work equipment should be identified and consideration given to the likely necessity to secure items such as tools and camera equipment to an immovable object in case they are dropped during the work activity and would otherwise fall a significant distance.
9. Transporting the equipment to the work area should be considered under the Work Method Statement for manual handling.
10. Raised platforms used during performance or to obtain elevated camera views must be of appropriate design and construction. Where possible, guard rails and toe boards should be used to prevent accidental stepping-over and edges of raised areas clearly marked so they can still be seen under dimmed lighting conditions.
11. Any raised platforms, steps or furniture props that need to remain unguarded and unmarked for reasons of performance must be closely supervised and actions rehearsed to enable users to become fully familiar with the operating space. Such areas should only be used following briefing by the Studio Manager by those involved in the performance and any platforms or rostra must be dismantled and removed as soon as the performance is finished.
12. If planning the installation or uninstallation of luminaries in the TV Studio lighting grid, the relevant Work Method Statement and instructional procedure must be followed.
13. Any incidents or accidents must be reported using the [College incident and accident reporting procedure](#)

Supervision:

- 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 to the Head of Production Facility for operational supervision of designated areas of the Media Arts Centre

- Certain production operations will require continual supervision by the relevant practice course tutor, Studio Manager or member of the technical staff, as determined by risk assessment for the particular activity.
- For filming work either 'on location' or in Media Arts Centre space which has been approved to be conducted without staff attendance, the 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:

- [College 'Work at Height' Policy and Procedure](#)
- [Work at height flowchart](#)
- [Generic risk assessment for using stepladders in the office environment](#)
- [Work at height – practical guidance for departments](#)
- Location filming code of practice
- Using the Media Arts Centre post production facilities: health and safety guide

Correct Equipment:

- Any suspended equipment and art installation components must be mounted using properly installed fixtures & fittings such as the TV Studio lighting grid or the scaffold poles in Williams Practice Teaching space. The combined weight of all suspended items must be well within the published safe working limits of the installed system of fixtures & fittings.
- Items fixed to walls, such as storage shelves and temporary exhibits, must be attached using appropriate fixing components and methods (See also Section 6 – Using power tools), and a secondary means of securing employed where necessary.
- A secondary means of suspension such as a proprietary safety tie must always be used for the main component(s) for each suspended item, such as a studio luminaire.
- All access equipment purchased and used for working at height must comply with the relevant British or European standard and be of a suitable rating, for example in the case of ladders and stepladders, these will be Class EN131 or Class 1.
- Any access equipment must be used by competent persons and in accordance with the manufacturers' instructions. These should be clearly displayed on the equipment itself and in the place where the equipment is stored when not in use. This will include, for example, ensuring ladders are placed on firm, level ground at the correct angle (75 degrees) and appropriately secured, or as a last resort, properly footed by a co-worker.
- All access equipment, rostra, suspended equipment and secondary safety ties to be included in the relevant College registers and inspected at regular intervals by a suitably qualified engineer
- Certain aspects of operating access equipment are covered under Section 7 – Manual Handling

- The access equipment operated by Media Arts comprises the following:

Equipment item	Work undertaken
Snorkel vertical mast lift (MEWP)	Used in the television studio floor area only for access to the lighting grid and high level areas of the studio walls to enable installation and maintenance of equipment and exhibits, and certain lighting equipment adjustments that cannot be achieved at floor level.
Titan APL07H 7 tread step ladder	Stored in TV Studio Floor for general maintenance and installation work in the TV Studio and occasionally other areas of the Media Arts Centre
Abru 3 tread Bluseal step ladder	Stored in Williams Wo-24 for general art department work
Handy Step – 2 tread (2 off)	Kept in the studio dimmer room for use during set construction, dressing and filming operations
Kick Steps	Used in the Department Office and adjacent rooms, and the Equipment Store for access to high filing cabinet drawers and high level storage shelves

Training:

After training, the staff member must be able to:

- demonstrate an awareness and understanding of the College’s Work at Height policy and how it applies to their own work activities
- the ability to plan the work space and activity with due regard to safe principles for work at height with particular reference to the following hierarchy:
 - *avoid work at height wherever possible;*
 - *use work equipment or other measures to prevent falls where working at height cannot be avoided; and*
 - *where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.*
- anticipate any work at height hazards that may be encountered in student practice work and be able to offer suitable advice in enabling students to identify and manage hazards in their own work using the Location Safety Form as a basis for risk assessment.

Before undertaking any work at height, students must be able to demonstrate:

- an awareness of work at height as a high risk activity in film and television work
- the ability to plan the work space and activity with due regard to safe principles for work at height with particular reference to the following hierarchy:
 - *avoid work at height wherever possible;*
 - *use work equipment or other measures to prevent falls where working at height cannot be avoided; and*
 - *where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.*
- the ability to risk assess frequently encountered work at height situations using the department Location Safety Form
- the ability to devise and apply effective control measures in relation to identified risks

Before using the studio MEWP or any ladders and steps, members of staff must be able to demonstrate the ability to :

- plan the work activity and organise the workspace in an appropriate manner for safe working
- transfer safely such access equipment from its storage space to the work area
- set up the access equipment in a safe and appropriate manner in relation to the work activity
- to apply safe techniques during the work activity, such as appropriate climbing and descending methods, avoiding overreaching and returning to floor level before repositioning the access equipment.

Other measures

- Specific risk assessment must be undertaken by students for all location recording work activity that involves work at height or potential exposure to falling objects, and for installed art exhibits, seeking the necessary advice from Media Arts Centre staff and, where appropriate, recognised professionals.
- Staff using access equipment, such as the MEWP, ladders or stepladders should seek the assistance of a colleague during transportation and access operations whenever possible to assist with opening doors, clearing access through populated corridors, and toeing if required.
- If it is necessary for a staff member to be alone when using access equipment, suitable arrangements must be made in advance of the work for colleagues to look in at frequent intervals to ensure they have not suffered an accident.

Reference material

- [College 'Work at Height' Policy and Procedure](#)
- [Work at height flowchart](#)
- [Generic risk assessment for using stepladders in the office environment](#)
- [Work at height – practical guidance for departments](#)
- [Media Arts location filming code of practice](#)
- HSE 'Safe use of ladders and stepladders – an employers' guide' (<http://www.hse.gov.uk/pubns/indg455.pdf>)
- TUV/NEL report: Review of Work at Height Practices in the UK Broadcasting Industry (<http://www.hse.gov.uk/entertainment/pdf/broadcasting.pdf>)

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Written by:

Keith Buckman
Health & Safety Coordinator