

## Safe System of Work and Risk Assessment

**Title: Alteration of high level theatrical lighting in studio**

TASK DESCRIPTION		
<i>To alter the theatrical lighting in the studio which is located on the gantry mounted to the ceiling. Lights weigh approximately 5kg and fixed by brackets to the fixings; and have a 240v power supply.</i>		
STEPS OF PROCESS	REQUIRED CONTROLS	
<ol style="list-style-type: none"> <li>1. Check ladder including date of last inspection (must be within 6 months).</li> <li>2. Position ladder under lamp to be repositioned.</li> <li>3. Turn off power to lamps before work commences.</li> <li>4. Climb ladder, with any required tools held in a tool belt or pockets.</li> <li>5. Reposition lamp and retighten fittings.</li> <li>6. Check light is working.</li> <li>7. Remove ladder and place it back in a secured storage location.</li> </ol>	<ol style="list-style-type: none"> <li>1. The ladder needs to be the one purchased for this work; must be labelled and inspected by an authorised checker.</li> <li>2. Set the ladder up and check floor is level. Needs two people to be present.</li> <li>3. Only an authorised person to use ladder using flat soled shoes or boots.</li> <li>4. The protective back guard rail to be positioned on back of work platform</li> <li>5. No one to be below work area, second person to monitor works.</li> <li>6. Check lamp temperature before work.</li> </ol>	
FURTHER CONTROLS REQUIRED	ACTIONED BY	WHEN
<ol style="list-style-type: none"> <li>1. List of authorised ladder users and checkers to be posted in area of work.</li> <li>2. Post ladder checklist in studio.</li> <li>3. Label to be attached to ladder with last check date.</li> <li>4. Train any new staff.</li> <li>5. Create training programme to be delivered by Studio manager.</li> </ol>	<i>Studio manager</i>  <i>Studio manager</i> <i>Studio manager</i>  <i>Studio manager</i> <i>H&amp;S Team</i>	<i>Before work commences.</i>  <i>Before work commences.</i> <i>Before work commences.</i>  <i>Before work commences.</i> <i>Before work commences.</i>
HAZARDS AND KEY CONTROLS	RISK LEVEL (Low-Medium-Medium high- High)	
<i>Falls from height – good condition equipment, checking and training.</i>	<i>Medium</i>	
<i>Electrical hazard- Equipment turned off</i>	<i>Low</i>	
<i>Burns- Check before work.</i>	<i>Low</i>	
<i>Lamp being dropped – area below controlled and kept clear.</i>	<i>Low</i>	
<i>Name of assessor</i>	<i>Robert Brown Studio Manager</i>	
<i>Date of assessment</i>	<i>10/1/2020</i>	
<i>Version number</i>	<i>1</i>	
<i>Notes</i>	<i>Only applies to Studio 1 with a maximum working height of 3.5 metres.</i>	