



Hazards	Required equipment
Incorrect lifting techniques or inadequate staffing Manual handling Un-controlled movement of laid off flats Obstructions on the floor Poor lighting in venue Falling flats	Safety shoes Hard hats (when overhead work is taking place) Orange Flashing Light (to signify overhead work is taking place)

Operational Procedure

This operation must only be carried out by trained, competent personnel & with staff supervision
 Overhead work defined as any situation where personnel are at risk of being struck by items coming from above

General

1. Tie back long hair
2. Remove all items of loose clothing & jewellery
3. Wear safety shoes
4. Keep hard hats readily available

Venue Set Up

1. Ensure stage and dock has completely clear paths to and from destination points
2. Ensure there is sufficient lighting
3. Turn on orange light if overhead work is taking place

During Running

1. Each manual handling lift of flat should be planned and clearly communicated to the people involved in the lift.
2. Ensure laid off scenery/materials are resting at an appropriate angle to prevent slipping or falling. Keep laid off pack depth to a minimum. Tie off any scenery/materials when applicable. Ensure it is secure before walking away.
3. Ensure no less than 2 people are involved in running a flat.
4. The leader will watch the top of the flat and keep high hand on front of the flat on a rail not the fabric. The other hand will hold down on the other side of the flat. The follower will watch the path of the flat and the leader and communicate any obstructions. Their hands will mirror the leader's.

When Finished

1. Tie off all flats rigged or stored.
2. Tidy dock and stage.
3. When overhead work complete orange flashing light can be switched off and hard hats removed. TSM/Staff discretion

It is forbidden for anyone under the influence of drugs, alcohol or reaction impairing medication to engage in work activities anywhere on Stage level, Grid or Fly Floors.