

The lighting hoists provide for the suspension of studio lighting and ancillary items (monitors, loudspeakers etc.) whilst avoiding the need to work at height.

Responsibilities



Only authorised staff may use the hoists



Students may only use the hoists under the supervision of authorised staff



The hoist controller requires a 'user code' to operate.
Do not share the code with anyone else



If the staff member leaves the studio area, the hoist controller must be locked on screen or by cabinet key.



Hoists & Pantographs etc. are thoroughly inspected annually. You should visually inspect equipment before/during use and report any potential defects.

Faults / Damage



Faults, breakages, or other damage must be reported to senior technical staff promptly.

Authorised UWE Staff Include



Dick Allen

Mark Barton

Bex Goff

Rod Gray

Steve Hagerty

Gary McIntyre

Neil Sherman

Mike Sides

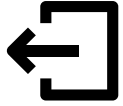
Mike Thomas

Jack Martin

Operating Hoists



1



Ensure only minimal persons are in the studio and none are near to the moving hoist(s)

2



The operator must have direct line of sight when raising or lowering a hoist. Where direct line of sight is not possible (e.g. obstructed by scenery) a 2nd person acting as 'spotter' must be employed.

3



"Hoist coming in"

The operator must give a clear command before moving the hoist to alert others in the room that equipment is about to move.

4



Observe the hoist at all times when it is moving and ensure it is halted before it comes into contact with equipment, a person or floor etc. **Remember there is a slight delay between operating the control and the hoist coming to a complete standstill.**

5



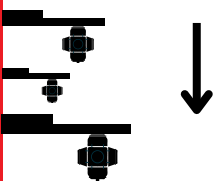
Position the hoist at the most appropriate height to work on.

6

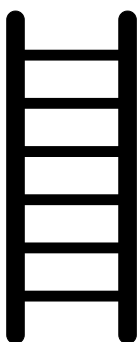


If the hoist is required at a low level for an extended period of time (e.g., for maintenance) consider using a barrier to keep people away.

7



It is safer to move hoists one at a time. Where the system permits moving multiple hoists; ensure they are grouped together and are at an equal height to assist effective visual monitoring.



Working at Height

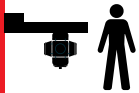
In normal circumstances there is no requirement to work at height.

All light fittings are 'pole operated' from ground level.

Where there is an unavoidable requirement to work at height (e.g. to adjust a non-standard lantern) then **the relevant Risk Assessments and Operating Procedures apply.**

Attaching Lanterns and Equipment to Hoists:

1



Ensure the hoist is at the correct working height for easy loading before attempting to attach/detach lanterns

2



Use only proprietary mounting brackets, in good condition that are mechanically sound and complete

3



Ensure all relevant safety pins, locking nuts, bolts etc. are in place and secure. Use a safety bond of sufficient working load for each separate item

4



Ensure lighting bars are loaded equally & evenly (balanced). Consider using a 'dummy' lantern to help balance hoist bars

5



Some lanterns can be heavy – consider using 2 persons to manoeuvre into place. **Remember some people may not be able to lift/carry a significant weight (e.g., disabled, injured, pregnant etc.)**

6

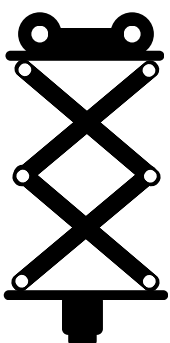


In exceptional circumstances e.g. where maintenance/repair is required beneath the lowered hoist, a hard hat should be worn. In normal circumstances there is no formal need for PPE although 'rigger' gloves may make handling lanterns more comfortable

7



Ensure cabling is secured and arranged in such a way so it will not snag on controls/brackets etc. Remember in use, lanterns will be tilted and rotated as required



Pantographs and Fixtures

Do not rotate pantographs, if required, instead safely rotate lamp fixtures at the spigot points.

Ensure all lighting fixtures are the correct way up before attaching.