

## Tourmaster Choral Staging – Method Statement

### Introduction

Although the Tourmaster Choral Risers are sold as light weight, easy to set up units they are sufficiently heavy and robust as to present a possible risk of physical strain of lifting and potential finger amputation through the folding mechanism if handled incorrectly or carelessly. In order to reduce these potential hazards the following Method Statement should be observed by all of those involved in the use of this equipment.

### Operations

1. **Wheeling** The units are fitted with wheels such that they roll smoothly through hallways, around tight corners; this can be done by **1 person** using the handle provided.
2. **Lifting** If the unit requires lifting as for stairs or loading into a small vehicle e.g. private car, then **2 or even 3 persons** should be used; the weight of the unit is centred towards one end and this end should be carried by 2 persons particularly if the unit is being loaded into a small space such as the boot of a car.
3. **Assembling**
  - i. **Unfolding** The individual units unfold in an accordion style and can simply be done by **1 person**, however, the weight of the unit is such that attention must be paid to avoiding feet being caught under the unfolding unit. Observers and spectators must be kept well clear.
  - ii. **Erecting** This operation can be done by 1 person according to the manufacturer's instructions which require the operator to step on the frame and pull the riser towards themselves to raise it to the upright position. However, **2 persons** are strongly recommended as the result of experience; the weight of the unit and the construction of the folding mechanism are such that a more controllable, and safer, operation is achieved by having a second person take some of the weight at the far end of the unit.
  - iii. **Moving** In order to set the units in position for use and link one with the next **2 persons** are required to lift and manoeuvre them.
  - iv. **Back Rails/Side Rails** The size of the rails, rather than the weight, dictate that **2 persons** should be used to attach them to the staging; no tools are needed.
4. **Disassembly**
  - i. **Back Rails/Side Rails** These are removed from the staging as a reverse operation to that noted in 3. iv above. (**2 persons**)
  - ii. **Striking** The hazards associated with this operation arise from the weight and the pinch points inherent in the folding mechanism. In order to adequately control and safely strike/collapse the unit **2 persons** are required, one at each end of the unit working as a team.
  - iii. **Folding** This is effectively the reverse operation to 3.i which can be done by 1 person with due regard to the protection of feet, both those of the operator's and those of adjacent persons.

