

Method Statement Tallescope use

General usage requirements

1. In the event that the tallescope should fail a safety check it must be taken out of service immediately and locked out of use until the manufacturer or a suitably qualified individual has repaired it.
2. Whenever the tallescope is in use a competent technician must supervise the operation with a trained technician, who is comfortable with work at height, in the basket.
3. The operator must only work whilst in the basket of the tallescope, not on the ladder or standing on kickplates / guardrails. If a different height is required the operator must come down and adjust the tallescope height or use an alternative means of access (e.g. A-frame ladder).
4. It is unacceptable to use the adjustable legs, packing or rostra to gain height, an alternative means of access must be used. The adjustable legs are the only acceptable means of anti-raking the tallescope, if this is insufficient then another means of access must be used.
5. A tallescope is not suitable for use as lifting equipment, suitable rigging equipment must be used.
6. People in the area must be made aware a tallescope is in use.
7. When the tallescope has to be lifted on or off the stage there must be a minimum of two technicians available for a short lift. The tallescope must be lifted along its long axis, with the mast lowered for stability. For higher lifts (greater than approximately 18") four technicians should be used.
8. The tallescope must be stored inside in a dry environment where it is not exposed to any corrosive substances.
9. All technicians using the tallescope must have been suitably trained and not afraid of heights, anybody uncertain of this should start at the lowest catwalk in the A.L.T. and work forward to the front catwalk.

Operational procedure:

- i) Tallescope moved to area where it is to be used and visually inspected, this inspection should include the following checks:
 - (a) All four wheels turn freely and castors are not deformed.
 - (b) All four brakes work.
 - (c) All four of the leg extension locks work.
 - (d) Both horizontal end braces are locked into position.
 - (e) Base platform is fitted on ladder side of base.
 - (f) One outrigger is fitted on each side of the mast.
 - (g) Both outriggers are complete with extensions and feet.
 - (h) Both outrigger telescopes have locking clips fitted and they locate properly.
 - (i) Both pairs of mast upright hooks locate and lock (latches and snap-hooks).
 - (j) Both ladder extension latches locate on rungs and lock.
 - (k) Ladder extension hauling rope is in good order (in particular checking for fraying) and runs smoothly through correct pulleys.
 - (l) Tool bag is secure and undamaged.

- (m) Ladder extension moves up and down smoothly and locks securely into position.
- (n) Bubble level gauge is undamaged
- ii) The bubble gauge should be checked and if necessary the legs should be adjusted to level out the base of the tallescope.
- iii) All four brakes are to be applied and the mast raised and secured by two technicians where possible, although one technician is acceptable for the tallescope owned by B.T.S.
- iv) The mast should then be unfolded and pinned into position.
- v) The operator should now deploy the outriggers so that they are hovering approximately 2" above the ground.
- vi) The mast should be extended to the required height and sighted against a known vertical
- vii) The floor must be checked to ensure it is clear of obstructions.
- viii) The operator should then climb into the basket and when ready inform the technicians who are moving him / her
- ix) The tallescope must be moved by two technicians with one at each end of the long axis of the tallescope. One technician is should pull the tallescope whilst the other watches for potential obstructions.
- x) The operator calls for the start and end of the tallescope move and gives the direction in terms of the stage (e.g. stage left).