

***Level 2 -***

***Stagehands***

***In Film***

Draft

# STAGEHANDS STANDARDS LOGBOOK

***The level 2 Stagehands in Film qualification consists of 10 units, as listed below:***

- SG1 Lift, Transfer and Strike Set Pieces
- SG2 Operate Tools and Equipment
- SG3 Operate Plant or Machinery to Lift and Transfer Loads
- SG4 Operate Plant or Machinery for Accessing
- SG5 Produce Items with Special Finishes
- SG6 Ensure the Safe and Secure Hanging of Backings
- SG7 Provide Assistance to the Wood Machinist in the Mill
- SG8 Carry out Stagehand Housekeeping and Security Procedures
- SG9 Conform to Efficient Work Practices on Set
- SG10 Conform to Stage Workplace Safety

***If you work as a standby stagehand there are an additional 2 units for you to complete.***

- SG11 Acting as a Standby Stagehand
- SG12 Lay Track for Camera Requirements

You will be expected to complete logbooks which relate to your experiences on production, describing the jobs that you have been given to do.

Also, while writing these, start collecting photos and any paperwork you may have been given by the production/HOD stagehand etc.

## **Witnesses**

These logbooks will need to be countersigned by a witness, i.e. supervising stagehands, wood machinists, grips etc that have witnessed the activity over time on the production.

When collecting a signatory please ensure that:

- the person providing the signature has the experience to make a professional judgement on your performance;
- the person has signed the form;
- the person providing the signature has provided their home/personal mobile phone number and not the production office numbers;

It is easier for you to complete the narrative and get the person to it read over and sign if they agree with the statements you have made. Anyone that signs these logbooks should be recorded on the signatories list, we ask that they provide their details, a specimen signature and contact details so that your logbooks can be confirmed as accurate records of your experience.

# List of Logbook signatories

If anyone signs your logbook please get them to provide their details and a sample signature below.

Name \_\_\_\_\_ Sample Signature \_\_\_\_\_

Job Role \_\_\_\_\_ Contact Number \_\_\_\_\_

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Name \_\_\_\_\_ Sample Signature \_\_\_\_\_

Job Role \_\_\_\_\_ Contact Number \_\_\_\_\_

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## SG01 Lift, Transfer and Strike Set Pieces

This Unit is about lifting and transferring set pieces into the position required using safe and efficient means, and striking sets at the end of the production. It requires that you know the size and function of the items to be moved, how to ensure they are moved safely and securely, and that you do not overload transport equipment. It requires manoeuvring the items around on trailers in tight places and disposing of those items that are no longer needed once production on that part of the set has ended.

***this is what you must be able to do***

- 1 follow instructions to ensure a correct sequence of events
- 2 coordinate the work activity with other team members
- 3 ensure activities are conducted safely and efficiently by working quickly and safely
- 4 identify the form of transport suitable for the work and check that it is available
- 5 pack items correctly and carefully to avoid damage and to suit the form of transport selected
- 6 move loads into position using suitable equipment to ensure their safe transport
- 7 secure items efficiently for transporting
- 8 ensure trailers are attached securely to vehicles
- 9 using skates, transport set pieces safely around the studio (using flat-bed trailer/'A' frame) or directly into storage
- 10 float windbags/set pieces in and out of position as directed, using appropriate equipment
- 11 manoeuvre vehicles and trailers, avoiding hazards such as cables, work stations, other set pieces and other workers
- 12 unload deliveries using appropriate handling techniques and machinery in accordance with health and safety regulations
- 13 follow special instructions on those set pieces to be retained
- 14 use appropriate tools/equipment to aid removal of the set pieces
- 15 operate plant and machinery safely to strike set pieces
- 16 ensure all waste and broken down items are disposed of safely and in accordance with European waste regulations

Description of how you meet the above standards - add in details of the production, equipment used, how you went about your job etc.	Witness Signature

Stagehand Signature \_\_\_\_\_

Date \_\_\_\_\_

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## SG02 Operate Tools and Equipment

This Unit is about using tools and equipment to fulfil designated tasks within the Stagehands environment. It requires that you operate and handle all such tools and equipment safely, and that you know how to carry out checks on them before use, reporting any defects to the relevant person, for example the supervising stagehand. Tools and equipment in use may include a table saw, a chop saw and an extractor unit. It also requires that you keep a tool kit that complies with Stagehand operations.

***this is what you must be able to do***

- 1 ensure the equipment is prepared, set up and adjusted for the work activity in accordance with instructions, safety and the work requirements
- 2 identify powered tools and equipment for the work activity
- 3 carry out pre-start inspections and performance checks
- 4 start and stop powered tools and equipment in accordance with manufacturer's instructions
- 5 operate tools and machinery according to operating instructions and safety regulations
- 6 carry out handling and performance checks with powered tools and equipment in use
- 7 identify defects affecting the operation or safety of tools and equipment and report these defects to the relevant person
- 8 carry out post-stop checks on the powered tools and equipment
- 9 monitor potential hazards and danger to other workers
- 10 take all necessary action to avoid accidents and damage to property and personnel
- 11 report to the appropriate person faulty or otherwise dangerous equipment
- 12 ensure powered tools and equipment are left safe and secure

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**Witness Signature**

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## SG03 Operate Plant or Machinery to Lift and Transfer Loads

This Unit is about operating plant and machinery including equipment, such as forklift vehicles, to fulfil designated tasks within the Stagehands environment. It requires that you operate and handle all such plant and machinery safely, and that you know their characteristics in order to ensure effective use in terms of the nature of the task they are to be used for.

It is required that you have received adequate and proper information, instruction and training to operate plant/machinery and powered access equipment according to both regulations – PUWER – provision and use of work equipment regulations 1998, and LOLER – Lifting operations and lifting equipment regulations 1998.

*this is what you must be able to do*

- 1 organise the sequence of the work activity with others
- 2 identify areas of work for which you need to operate plant and machinery
- 3 check ground conditions are suitable for the safe operation of plant/equipment
- 4 follow organisational procedures for the requisition of consumables, material and other resources
- 5 orientate and secure equipment safely to be ready and in position for the work, in accordance with standard operating procedures
- 6 the plant and machinery is prepared for the work activity according to manufacturer's instructions and health and safety procedures
- 7 during the work activity follow given safety information and procedures
- 8 check that the equipment is suitably prepared and set up for the work
- 9 comply with organisational procedures to minimise damage to the work and surrounding area
- 10 ensure that access to the equipment is safe and secure
- 11 operate plant or machinery for accessing to given working instructions mobile
- 12 manoeuvre, position and set down load safely and in accordance with manufacturer's instructions and health and safety procedures
- 13 in the event of accident or emergency ensure procedures are carried out properly and immediately
- 14 ensure that at the end of the designated task that plant and machinery are safely and correctly shut down and left in a secure position
- 15 complete the work in the allocated time

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## SG04 Operate Plant or Machinery for Accessing

This Unit is about operating plant or machinery including powered access equipment, such as a scissor lift, or telescopic handler, to fulfil designated tasks within the Stagehands environment. It requires that you operate and handle all such plant and machinery safely, and that you know their characteristics in order to ensure effective use in terms of the nature of the task they are to be used for.

It is required that you have received adequate and proper information, instruction and training to operate plant/machinery according to both regulations – PUWER – provision and use of work equipment regulations 1998, and LOLER – Lifting operations and lifting equipment regulations 1998.

***this is what you must be able to do***

- 1 organise the sequence of the work activity with others
- 2 identify areas of work for which you need to operate plant and machinery
- 3 check ground conditions are suitable for the safe operation of plant/equipment
- 4 follow organisational procedures for the requisition of consumables, material and other resources
- 5 orientate and secure equipment safely to be ready and in position for the work, in accordance with standard operating procedures
- 6 the plant and machinery is prepared for the work activity according to manufacturer's instructions and health and safety procedures
- 7 during the work activity follow given safety information and procedures
- 8 check that the equipment is suitably prepared and set up for the work
- 9 comply with organisational procedures to minimise damage to the work and surrounding area
- 10 ensure that access to the equipment is safe and secure
- 11 operate plant or machinery to lift and transfer loads to given working instructions
- 12 in the event of accident or emergency ensure procedures are carried out properly and immediately
- 13 ensure that at the end of the designated task that plant and machinery are safely and correctly shut down and left in a secure position
- 14 complete the work in the allocated time

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## SG05 Produce Items with Specialised Finishes

This Unit is about creating specialised finishes on items that are required for the set including wood/stones/brick effects and brushing and burning timber to create special age finishes.

The unit requires you to know what is needed, by when and what materials and equipment are required to produce the desired finish. You need to be able to produce the items with the correct specification and with the desired finish.

*this is what you must be able to do*

- 1 operate necessary tools and necessary equipment competently and with regard for workplace procedures and regulations
- 2 select appropriate materials for the work required as instructed
- 3 choose appropriate materials and lay these effectively to create the desired coverings
- 4 create wood effects and finishes as directed using brushing and burning to the required depth and patina
- 5 create effects as directed using vacuum forming techniques
- 6 cover windbags to specifications and complete the overall effect with the best use of materials

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## SG06 Ensure the Safe and Secure Hanging of Backings

This Unit is about the preparation for and operation of hanging backings, which due to their weight and cost needs to be carried out extremely carefully and safely. It requires that you operate and place machinery carefully and ensure that you hang backings with due care and attention to their size, material and correct orientation.

*this is what you must be able to do*

- 1 determine in conjunction with the relevant person (such as the rigger) that the rigging has been erected to a sufficient standard and weight limit to hold the backing
- 2 ensure the work area is free from dirt and dust and covered with craft paper, especially when dealing with blue screen backings
- 3 handle backings to avoid any damage, dust and dirt
- 4 operate and place machinery in order to access rigging
- 5 ensure everyone involved knows what steps to take and when to take them
- 6 ensure backing is orientated to ensure the correct placement of the backing and is fastened at the tip or the bottom depending on the orientation
- 7 secure backing using fastening and tying techniques that ensure they are completely secure
- 8 ensure backing is secured with the appropriate level of tension
- 9 ensure the activity has been fully carried out to instructions

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## SG07 Provide Assistance to the Wood Machinist in the Mill

This unit is about working with the machinist to process timber/plywood to meet requirements for the set. It requires working out how much material is required and ensuring those quantities are available to the right quality. It requires that the mill hand works safely and efficiently with the machinist on many different machines and has sufficient knowledge of the different processes the timber must go through to be fully prepared. To complete the process the prepared material must be delivered to the required places within the studio or outside location.

*this is what you must be able to do*

- 1 agree with the wood machinist how much material is required for each cutting list
- 2 arrange to have the required amount of material ready and available for use
- 3 check that the quality of the timber/plywood selected meets the requirements of the planned activity
- 4 when joinery type timber is required, select the best available timber for the work
- 5 have due regard to the different processes and their sequence in order to complete the items to the required finish
- 6 arrange for the finished items to be moved to the required location promptly and safely
- 7 ensure all activities involving machinery operation and movement of timber/plywood are carried out safely
- 8 regularly check that the dust extraction system is functioning correctly and whether the bags require emptying

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## SG08 Carry out Stagehand Housekeeping and Security Procedures

This Unit is about ensuring that the set is regularly maintained by keeping it clear and free of debris at all times, and that it is made secure at the end of the day and checked thoroughly at the start of the day. It is also about making preparations at the end of the day to ensure a swift start of work the next day.

*this is what you must be able to do*

- 1 check that the set has not been tampered with on opening at the start of the day
- 2 ensure the set is free from debris at all times and dispose of waste in a responsible manner
- 3 support other members of the crew in maintaining a safe and tidy working environment
- 4 interpret the work requirements and layout of the operational area
- 5 ensure that a fire lane has been provided for and is kept clear at all times
- 6 identify and deal appropriately with hazards which may affect the work activity
- 7 identify access and exit points of the work area to maintain security and avoid access by unauthorised personnel
- 8 identify and report hazards to the working environment to the appropriate person
- 9 put onto charge all those plant and equipment which require recharging for use the following day
- 10 ensure all tools are locked securely away at the end of the days work
- 11 when closing sets ensure lights and appropriate power sockets are switched off

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## SG09 Conform to Efficient Work Practices on Set

This unit is about working efficient and effectively and following set down procedures to avoid causing any delays in production. It requires that you know what work is to be done, what tools and equipment are needed to carry out the work, how to work safely and demonstrate general cooperation.

*this is what you must be able to do*

- 1 develop and maintain effective working relationships with colleagues and associates
- 2 communicate in a courteous manner with others
- 3 ensure you contribute to an orderly working environment
- 4 organise your own work activities to organisational requirements and to maintain good work relationships
- 5 co-ordinate your own work with other personnel and related activities
- 6 carry out work to agreed standards and specifications
- 7 ensure tools and equipment are maintained regularly
- 8 work safely and optimise work time
- 9 prevent accumulation of waste and debris
- 10 when you have finished with tools, equipment and machinery, ensure they are left clean and ready for use by others and are stored safely and securely
- 11 maintain relevant work documentation

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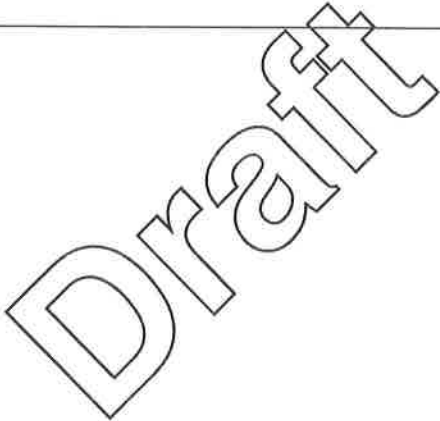
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## SG10 Conform to Stage Workplace Safety

This unit is about showing that you are able to comply with health and safety regulations and know what procedures there are on location or in your workplace to ensure the safety of yourself and others. It requires that you know what to do and how to follow procedures in the event of fire and emergencies, and other such hazards.

***this is what you must be able to do***

- 1 identify and report, according to organisational procedures, any hazards to the working environment that you are unable to deal with yourself
- 2 ensure that you use protective clothing and equipment appropriate to the work in hand
- 3 work safely to recognised practices and with an awareness for others
- 4 maintain security arrangements and procedures
- 5 use all tools and equipment correctly and safely
- 6 use appropriate manual handling and lifting techniques
- 7 respond to emergencies including procedures for dealing with emergency situations
- 8 maintain security relevant to the workplace needs, own level of responsibility and approved procedures

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## SG11 Acting as Standby Stagehand

This Unit is about acting as Standby Stagehand and ensuring that you are ready to carry out any task that may be required. This will involve you coordinating resources and other people to best effect to ensure the tasks are carried out quickly and as requested.

*this is what you must be able to do*

- 1 respond quickly to situations by choosing courses of action that will not hinder production
- 2 ensure you work effectively with other trades to produce the desired effect as quickly as possible
- 3 be prepared to work outside of the normal working routine
- 4 act quickly when required to produce temporary structures
- 5 be able to make good any damage that is feasible in the time and resource constraints
- 6 ensure items used during standby times are restocked as necessary for use next time

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## SG12 Lay Track for Camera Requirements

This unit is about laying track for camera requirements. It involves assessing the suitability of the surface that the track will be used on, and the type of track relative to the size and weights to be carried. It is about assessing any risks and preventing any damage to surfaces or track.

*this is what you must be able to do*

- 1 check and use only the types of track recommended by the Grip
- 2 check the supporting surface for the entire length of the track
- 3 check above and to the side of the length of the track for obstructions or dangers
- 4 assess the probability, and nature, of any circumstances that might affect the stability of the surface
- 5 level the track and ensure that it is stable
- 6 provide end stops if applicable
- 7 ensure that the track is not damaged by falling objects or by moving vehicles
- 8 check that any cables cannot be damaged, or tripped over
- 9 make sure camera staff are aware of, and follow, the relevant health and safety legislation, risk assessments and other instructions for the camera equipment in use, and the methods of working

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