

## ***Immersive Experiences***

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# **METHOD STATEMENT**

(Safe system of work)

**Prepared by:** Mr Zee Dinally, Proprietor, *Immersive Experiences*

**Description of Work:** We deliver 360° planetarium-style experiences inside mobile digital domes. The equipment consists of a fire-retardant inflatable dome, powerful fan, projector, projection box, laptop, audio and various small accessories. A single *Immersive Experiences* operator brings the equipment on-site, assembles the system, delivers the experience and disassembles it again. Depending on our clients event, we may bring another qualified member of staff to assist, such as public events and conferences

**Scope of Works** - this method statement describes the work process for the following:

1. Arrival
2. Dome setup
3. Pre-show preparations
4. Filling the dome
5. Programme delivery
6. Emptying the dome
7. Dome take down

### **Step by step process**

#### **1. Arrival**

- Aim to arrive at the venue a full 90 min before the start of the programme.
- Park small van as close as possible to the hall and sign in / receive visitors' pass.
- Ensure hall floor is clean (if not, it needs to be cleaned before the dome can be unpacked).
- Check gym mats or other pre-arranged soft seating materials are close at hand.
- Ensure hall is not too warm / enquire about opening windows or air conditioning.
- Offload equipment and transport it to the hall with our narrow trolley.

#### **2. Dome setup**

- Unpack the equipment near a wall power socket and without obstructing fire exits.
- Turn on the fan to inflate the dome.
- Ensure fan is safely 'screened' with folded-up trolley and any exposed wires covered by cable mats.
- Set up the projection and audio equipment inside the dome.
- Lay out the gym mats / soft seating materials inside the dome.

### 3. Pre-show preparations

- Set out gym benches (if necessary) around the dome for students to sit on and remove shoes.
- Enquire about wifi login to access additional streaming fulldome (360°) content.
- Deliver any short pre-arranged previews to autistic students.
- Ensure dome is safe and well lit inside with all torches working.

### 4. Filling the dome

- Welcome the groups outside the dome and deliver introduction and health & safety guidance.
- Everyone is asked to remove shoes (not socks).
- *Immersive Experiences* operator enters dome with a teacher / adult, followed by the students.
- Students are shown where to sit for optimum viewing / without blocking the doorway.
- Teachers / adults are asked to sit in designated areas so they can see all students in the dark.

### 5. Programme delivery

- The show begins with a brief introduction and reminder of the health & safety guidance.
- *Immersive Experiences* operator zips the door  $\frac{3}{4}$  closed and turns down fan speed.
- Operator delivers performance from the back of the dome, controlling both equipment and doorway.

### 6. Emptying the dome

- *Immersive Experiences* operator increases lighting levels, turns up the fan speed and opens the door.
- Operator is stationed at the door while audience exists, keeping an eye on behaviour in the dome.
- When final person is out, operator closes the door and re-sets the equipment.

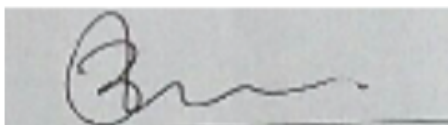
### 7. Dome take down

- Equipment inside the dome is turned off and packed away.
- Ensuring no unsupervised children are around, the trolley and cable mats are moved away.
- Fan is turned off and dome is 'flipped' from the inside or outside, allowing it to be rolled up and packed away.
- Equipment is placed onto trolley and taken to the van.

**NOTE:** if the dome has to come down for lunch, the equipment is packed away and simply moved to one side. The *Immersive Experiences* operator remains with the equipment at all times.

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Signed:



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