

Immersive Theatres

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METHOD STATEMENT

(Safe system of work)

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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 Theatres* operator brings the equipment on-site, assembles the system, delivers the experience and disassembles it again.

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 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 Theatres* 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 Theatres* 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 Theatres* 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, 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 Theatres* operator remains with the equipment at all times.

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Signed:



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