

Guidelines for setting up staging and moving equipment.

Staging

1. Before the staging is erected, the workers need to know to place it as far towards the Lady Chapel as possible to avoid a gap behind the second-row end chair on the front tier.
2. When the staging is used, care needs to be exercised over singers accessing one of the two tiers. For the rear pulpit side steps, there will be a pole as a handhold. For the rear side steps near to the Lady Chapel, there is a pillar very close to the steps, so no handrail is deemed necessary. For both steps on that side, the edge of the staging will be padded to avoid injury if someone stumbles. For the front step, an intermediate step will be placed and, for the concert itself, a steward will be tasked with helping singers on or off the staging.
3. Care needs to be taken not to have more than nine people in the two back rows on the upper staging and no more than eleven people in the front two rows, which are longer. Chairs must not be placed near to the staging edges and a check must be made before rehearsals and the concert to ensure that a sufficient distance is maintained throughout.

Moving equipment

When moving chairs, piano, staging or any other furniture within the church, choir members should observe the following guidelines in order to minimise the risk of injury to themselves.

1. The Conductor's podium must be lifted by two people by the handles.
2. Only lift or handle loads which you can manage easily.
3. Do not bend and twist at the same time.
4. Keep a stable base – feet a shoulder's width apart.
5. Slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting), especially when beginning to lift.
6. Hold the heaviest part as close as possible to your body.
7. The load should not be jerked or snatched as this can make it harder to keep control.
8. (For moving piano or staging) Pushing is a strong force and is generally preferred over pulling as you use your leg muscles and keep your back strong.