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METHOD STATEMENT

Installation of Mobile Disco

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CONTENTS

SECTION 1	SCOPE OF WORK
SECTION 2	SCHEDULE OF EQUIPMENT REQUIRED
SECTION 3	SAFETY STATEMENT
SECTION 4	SPECIAL TRAINING
SECTION 5	METHOD
SECTION 6	PERSONAL PROTECTIVE EQUIPMENT REQUIRED
SECTION 7	DEMARCATION REQUIREMENTS
SECTION 8	FIRST AID AND EMERGENCY PROCEDURES



Section 1 **Scope of Work**

This document defines the procedures to be used when installing a mobile disco.

Section 2 ***Schedule of Equipment Required***

The following equipment may be used when carrying out this work :-

Hand Tools To be the correct size and type, be in a good state of repair and calibrated.

Section 3 **Safety Statement**

All persons will undergo client site induction procedures and be made aware of the contents of this method statement and all relevant risk assessments

All work to be carried out within the provision of the Health & Safety at Work Act, Regulations and Approved Codes of Practice latest editions.

Tools and equipment will be controlled at all times. No power tools will be present.

Notes Concerning Risk In This Statement:

- 1 – If possible, avoid risk altogether.
- 2 – Where possible, combat risks at source.
- 3 – Give priority to measures which protect the whole workplace.
- 4 – Wherever possible, adapt work to the individual.
- 5 – Take advantage of technological & technical progress.
- 6 – PPE should only be used to minimise risk as a last resort.
- 7 – Only a qualified company manager may sign this statement.

Section 4 **Special Training Required**

Persons who have received the correct training and have suitable qualifications and experience will only carry out work or may instruct and supervise a trainee for training purposes.



Section 5 **Method**

Method of Delivery

Unload equipment from road vehicle (Private / light goods / commercial panel van) across car park, loading area, rear of building fire exit doors and transport to first floor location.

Method of Unloading

By hand.

Storage of Equipment and Materials on Site

Equipment, materials and transport cases stored on site will be by agreement with the venue and client. Please Note: There are no materials used which can be described as hazardous, flammable, caustic or explosive. Any such materials would be documented and referred to additional paperwork in compliance with COSHH and specific risk assessment.

Installation Method

All equipment is installed temporarily, no permanent alterations to fabric of venue should be necessary. Cable infrastructure at floor level to be held down with high quality cloth backed tape. Where out in the open, cable will be completely covered, where against a wall cables will be 'spot' held to prevent movement. Where crossing access points, hazard tape to be overlaid to highlight possible trip hazard. Cable runs should keep clear of escape routes but where unavoidable should be run at a higher level over door frames, the venues co-operation in cable management is required as a method of cable fixing maybe needed to secure cables at this level. Tripod mounted equipment, tripod legs that extend into the room, and the edge of the area defined by the three feet of the tripod to be marked with hazard tape. During installation and removal of equipment, the venue will be a work site and access should be restricted to those who have a specific purpose in the preparation of the event.

Side meetings between delegates in the venue after the event should be discouraged, as this will delay de-rig and is ultimately a potential safety issue, as the venue returns to a work site.



Section 6 Personal Protective Equipment Required

Safety footwear to be worn whilst conducting work for the company.

All PPE as dictated by local site rules will be worn.

Section 7 Demarcation Requirements

There are no requirements to this section regarding the inspection of portable fire extinguishers.

Section 8 First Aid and Emergency Procedures

The standard on site provision of a first aid box, and to discover what first aid facilities are held at the customer's premises.

Reporting and recording of accidents will be carried out in accordance with R.I.D.D.O.R.

Follow the emergency procedures relevant, e.g. when on a customer premises, follow their procedures.

Having reviewed the methods of work described above, I believe that if the methods identified in this document are applied, so far as is reasonably practicable, will have met the requirements of a safe method or working.

Signature:.....

Print:.....

Date: February 2012 **Revision 1.1**