MPG ENTERTAINMENTS

METHOD STATEMENT (2017)

Temporary Installation of Mobile Disco

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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:
Sound & lighting equipment including stands and auxiliary equipment as required.
Hand Tools

Section 3 Safety Statement

A visual inspection of all electrical equipment for signs of damage/wear to be made before use. This will include power cords, extension leads and plugs.
All supporting equipment including stands and rigging to be inspected before use for signs of damage
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.
All hand tools to be the correct size and type and be in a good state of repair.
All Portable Electrical Appliances to also be tested as required by The Electricity at Work Regulations 1989.

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 and transport to function room.
Method of Unloading: By hand, use of trolley/hand cart/portable ramps as required.

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 in additional paperwork in compliance with COSHH and a 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 cooperation in cable management is required as a method of cable fixing may be needed to secure cables at this level.
Tripod mounted equipment; the edge of the area formed by the tripod legs to be clearly defined.
All suspended equipment should have an independent safety bond in addition to its primary means of suspension.

Section 6 Personal Protective Equipment Required

Safety footwear to be worn whilst conducting work for the company.whilst loading in & out, setting up and breaking down
All PPE as dictated by local site rules will be worn.

Section 7 Demarcation Requirements

During installation 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 guests in the venue after the event should be discouraged, as this will delay derig and is ultimately a potential safety issue, as the venue returns to a work site.

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 to the venue in respect to evacuation of premises.
There are no requirements to this section regarding the inspection of portable fire extinguishers. These will be provided and checked by the venue

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, they will meet the requirements of a safe method of working.