



Health & Safety Method Statement

Purpose of this Statement

To give general guidelines to staff, customers, and venues, on the preferred methods employed in the installation of equipment, and the provision of service for Mobile Disco systems, their risks and controls.

Access Requirement

Access is required for between 30 – 60 minutes prior to equipment use; this time is dependent on size and complexity of installation and will be noted on your quotation.

The room will be required for up to 1 hour after event finishes, equipment removal will commence as soon as the event has closed. Shorter access times may require additional staff.

Every event is different but venue and customer must appreciate set ups and de-rigs take time and therefore plan the room allocation / hire accordingly.

Direct flat access from delivery vehicles into event venue is ideal enabling the use of wheeled cases and trolleys. Raised thresholds, stairs, small lifts etc.. all represent barriers to the safe unloading of equipment and therefore the health and safety of those carrying out this task.

In booking, the venue / customer must seriously consider if the available access is fit for purpose.

Method of Delivery

By road vehicle, from a Private / light goods to Luton bodied vans

Method of Unloading

By hand

Storage of Equipment on Site

Equipment and transport cases, stored on site will be by agreement with the venue and customer. There is no equipment used which can be described as flammable, caustic or explosive.

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.

Risk Assessment

Risks

Manual Handling

Trip hazards, sharps (broken glass often found in / on venue dance flooring).

Poor maintained fixed electrical installations at venues.

Poor maintained tables supplied by venue (as per our terms and conditions).

Persons at Risk

Installation technicians and DJ's

Controls

Site safety training

Equipment training

Manual lifting training

Staff allocation assessment based on equipment levels, time restrictions and venue accessibility.

Offsite testing and inspection of equipment.

Pre event Site surveys.

Work Completion

Equipment to be tested prior to cable final fix, cables then fixed and system tested again.

Equipment removal to be started immediately after event.