# Method Statement 2019

**Prior to the event:**

- Ensure that all relevant paperwork and risk assessments are in place and understood by all team members.
- Ensure safety equipment is available and used as necessary.
- Ensure staff understand their roles and responsibilities.
- Ensure access and operational details / times have been confirmed by Sunshine Events with relevant site contact.
- Ensure that Sunshine Events are aware of any access restrictions such as stairs / lifts or restricted width areas to allow pre-planning of safe work area access
- Ensure Sunshine Events are aware of the location of a power source for the equipment or suitable location for a generator if required.

**Installation:**

- On arrival at the site ensure that vehicle access is clear and that minimum movement is made.
- Vehicles should use hazard warning lights and be careful when reversing.
- On arrival the ground should be checked for suitability for the equipment being used. It must be stable, clear from debris and level.
- Public access to the build area must be restricted during assembly. If required, the build area must be cordoned off with hazard tape whilst delivering and setting up the equipment.
- All equipment should be placed at its location in the safest manner possible, either direct from the van or by moving by trolleys. Manual handling procedures should be observed at all times.
- During assembly staff will monitor the work area to ensure no public access during construction.
- During assembly equipment is to be inspected for safe operation.
- The work area must be supervised at all times by at least one member of the installation team.
- Access to power (13 amp sockets) is required for most items. This must be within 25 metres of the installation area and be of a sufficient capacity as confirmed by Sunshine Events prior to the event.
- When the installation is complete all equipment such as tools / boxes / trolleys must be removed from the operational area and stored safely away from public access.
- Once the installation is complete a walk round by the senior member of the installation team will be completed prior to the event and equipment tested to ensure it is working and safe to operate.
- If the equipment is not supervised by Sunshine Events the client or responsible person on site must be briefed in the safe operation of the equipment prior to any activity starting. They will be required to sign a disclaimer prior to staff leaving site.

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**Operation:**

- Participants are to queue safely in front of the equipment or as directed by the operator / responsible person.
- Smoking and e cigarettes are not permitted on site or on the equipment.
- No eating or drinking is allowed on or inside any equipment.
- Age / height / weight limits must be adhered to as per the manufacturer's instructions.
- The participant must be suitably dressed for the equipment and if required any loose items of clothing / jewellery / glasses etc must be secured or removed prior to the activity taking place.
- The equipment must be used in accordance with the manufacturer's guidelines.
- In the event of an emergency participants must listen to and adhere to the instructions given by the operator for the evacuation of equipment and then follow any emergency plan as directed by the venue staff / event organiser.
- A trained operator will be in control of the equipment at all times who is briefed in safe running of the equipment.
- The operator will stop the activity if they consider that there is any possibility of risk to themselves, the participants, the public, the equipment or the venue.
- Should any participant appear to be under the influence of alcohol / drugs to the extent where they are posing a risk to the operator, themselves, the public, equipment or venue the operator will close the equipment and seek assistance from the event manager.
- All incidents are to be reported to the senior member of staff on the day, the event organiser and Sunshine Events.

**Removal:**

- On arrival at the site ensure that vehicle access is clear and that minimum movement is made.
- Vehicles should use hazard warning lights and be careful when reversing.
- On arrival the team will check that clear access is available for the removal of equipment.
- All equipment should be disassembled in the safest manner possible. Manual handling procedures should be observed at all times.
- During de-rigging staff will monitor the work area to ensure no public access
- The work area must be supervised at all times by at least one member of the installation team.
- The equipment should be inspected during re-rig and any damages noted and reported to Sunshine Events.
- Once the de-rig is complete a walk round by the senior member of the installation will be completed to check the area is clear and free from all equipment and tools prior to the handover to the client.
- Vehicles will leave the site.
- All incidents are to be reported to the senior member of staff and the event organiser.

The above is based on guidelines and advice from the manufacturer and Capture-Me operating the equipment within current HSE requirements. Any incidents must be reported to the Event Organiser in the first instance and Capture-Me. The current Public Liability Insurance covers each item, for an amount of £10 million subject to our Terms and Conditions. If there are any questions relating to the use of the equipment, please contact Capture-Me.

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