



## **Method Statement**

This is a document which sets protocols for a safe system of work for crew, clients, audiences and venues on the recommended methods in the setting up sound and lighting equipment for disco, shows and public address, the risks involved and the control measures that are put in place.

## **Access Requirement**

Access is required at least 60 minutes prior to the event start time, as details on the agreed contract. Up to the same amount of time is required for the safe dismantling and removal of our equipment.

Barriers to safe unloading of equipment include stairs, raised thresholds, small lifts, which impact on the health and safety of those involved the process of setting up.

The client has taken into consideration that the available access through the venue, is fit for purpose.

## **Method of Delivery**

Our equipment is unloaded from vehicle/s across car park, loading area, rear of building fire exit door to appropriate floor location. A relevant parking permit may be required for the venue at the cost of the booking client. SolentSounds vehicles will unload at the closest possible point to the location of setup to avoid undue lifting and carrying under Health & Safety. The client should ensure that the closest possible access point is left clear for this purpose.

## **Method of Unloading**

By Hand / Trolley vehicle.

## **Storage of Equipment and Materials on site**

Equipment, materials, boxes, bags and cases will be stored behind the DJ's working area out of the direct access of the audience.

There are no materials used which are 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 carried out prior to the event start time and a copy of any paperwork handed to the venue.

### **Method of Installation**

All the equipment is installed on a temporary basis; permanent alterations to the fabric of the venue will not be necessary.

No venue tables are necessary as SolentSounds provide all required tables or specifically designed DJ booth equipment.

Leads and cables on the floor are either taped down with hazard tape or purposely designed safety cable tidies where necessary, especially over access points. If this unsuitable, such as outdoor, matting is used.

Cable runs will not cross emergency escape routes, they will be run over door frames if this access for cables is required, the co-operation of the venue staff would be needed in this instance.

Tripods are used to elevate some equipment. The legs of the tripods are shielded by lightly coloured material (scrims) or hazard warning tape.

During set up and take down and the moving of equipment, the venue will be designated a work site and therefore access should be restricted to those who have the specific purpose in the preparation of the event. Clear access should be assured by the venue and/or the client for the SolentSounds staff to transport equipment safely and without interruption prior to and post event times.

Any side meetings between the client, delegates and guests in the venue after the event should be discouraged, which would delay take down, and could potentially have safety issue, due to a work site.

### **Venue & Event Risk Assessments**

Dynamic risk assessments will be carried out at every venue/event, these will be documented and will include:

- Identifying obvious and potential hazards
- Who is at potential or actual risk
- Evaluate the risks emanating from the hazard, deciding if current control measures are adequate and what else could be done to minimise the risk
- Record the findings
- Revise the assessment at appropriate intervals if necessary

Common hazards include:

- Manual handling
- Trip hazards
- Sharps, broken glass around venue
- Poorly maintained fixed electrical installations at venue, awareness of

three phase electrical installations, using main sockets installed and avoiding using "borrowed" extension main leads

- Location of in date suitable fire extinguishers, familiarisation of fire exits and assembly points should they have the need to evacuate the venue.

### **Persons at Risk**

All SolentSounds staff, any performers, guests and audience members

### **Controls**

- Induction Course for new crew with regular ongoing training and development
- Assessment and inspection of equipment will take place at every event.
- Annual P.A.T. testing of all electrical equipment will take place and paperwork will be available to any venue as required
- Site survey prior to event if deemed necessary by the client or SolentSounds.
- Client and venue should be made aware of any hazards that may pose a risk
- Personal Protection Equipment – Appropriate Footwear with good grip is a non-negotiable requirement of all SolentSounds staff.

**We have reviewed the Method of Work and believe to the best of our knowledge, that as far as reasonably practical, we have met the criteria for a Safe System of Work.**

**SolentSounds  
Revised & Reviewed  
25 April 2017**