



Method Statement 2017

INSTALLATION AND REMOVAL OF ENTERTAINMENT EQUIPMENT.

Before the Event

- Ensure that all relevant paperwork and risk assessments are in place and understood by all team members on site
- Ensure safety equipment is available and used as necessary.
- Staff understand their roles and responsibilities.

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.
- The ground should be checked for suitability for the equipment being used. It must be stable, clear from debris and level.
- Members of the public should be kept away from the area being set-up for their own safety and cordoned off as necessary.
- 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.
- The equipment should be erected or built up as quickly as possible in order to keep the area safe and disruption to a minimum.
- Walk round by senior member of team to check all equipment, test it without participants and that staff are in place.

Operation

- Staff are to be made aware of their roles and responsibilities for operation.
- Instructions are per the risk assessments prepared for each individual task or activity.
- The equipment must be used in accordance with the manufacturer's guidelines.
- Users must be of an appropriate height and be dressed suitably for the equipment.
- A trained operator will be in control of the equipment at all times who is briefed in safe running of the equipment.
- They receive annual training and updates on the equipment operation.
- The operator will stop the ride if they consider that there is any possibility of risk.
- All incidents are to be reported to the senior member of staff and the event organiser.

Removal

- The event must be completed and all participants must be clear of the equipment.
- The method for installation is to be followed in reverse.
- Equipment must be checked for damage and wear and tear.
- The site must be left as found, secured as necessary and the client informed that we are leaving.

The above is based on guidelines and advice from the manufacturer and Sunshine Events operating the equipment within current HSE requirements. Any incidents must be reported to the Event Organiser in the first instance and Sunshine Events.
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 Sunshine Events.

