The purpose of this method statement is to provide information necessary to ensure the health and safety of all personnel involved with the activities of employees of TEC

PROPOSED WORKS: The temporary installation of production equipment for any venue

EVENT: Various

DATE: various

LOCATION: Site

No. OF OPERATIVES LIKELY TO BE INVOLVED: X

SUPERVISOR/RESPONSIBLE PERSON: TBD

ONSITE SUPERVISOR: TBD

Contents

1.0 Description of the works

1.1 Load In/Load Out

All equipment will arrive on X x SWB or MWB Van. Correct PPE will be worn when loading/unloading van. The van will only be loaded/unloaded where it is safe to do so and instructed by the venue. If loading from the high street, high visibility jackets will be worn.

1.2 Power supply

Power will be taken from the nearest available sockets (13, 16, 32, 63, 63/3 etc) with relevant RCD's in chain if required, cable covers will be supplied as required. All equipment/cables being used at the event will be PAT tested for electrical safety and fit for use. Installation will conform and be tested to BS7909.

1.3 Audio System

All audio will be rigged by those competent to do so. All power cables will be PAT tested and fit for use. Any cables running to these will be kept clear of fire exits and walkways. Where this is not possible, cables will be secured down with cable ramping, tape or carpet. The audio system will be adequately sized for the space it will be used in and the hardware will not create a trip hazard

1.4 Rigging

All Rigging will be done by those competent to do with weight limits adhered to, any span sets will be checked for fraying or nicks

1.5 Lighting & AV

All lighting will be rigged by those competent to do so. All cables will be PAT tested and fit for use. Any cables running to these will be kept clear of fire exits and walkways. Where this is not possible, cables will be secured down with tape (café) or cable ramping and clearly marked. Lighting which gets hot will be raised above reaching height and out of the way of flammable items.

1.6 Staging

All Staging will be installed by those competent to do so, anything over the height of 2'1" will have hand rails installed where it's safe to do so

2.0 Method of work

It is the responsibility of the TEC crew supervisor to ensure that the following procedures are adhered to. Likewise it is his/her responsibility to have read the relevant risk assessments and know the recent government advice and act accordingly.

It is the responsibility of the site supervisor to check the weather reports and the changing weather on site and to plan accordingly.

3.0 Site access and delivery of equipment

- All TEC staff will report to the TEC production manager at arrival on site.
- Delivery of required equipment will be to the most suitable location on the site which will be agreed with the TEC staff.
- Items over 20kg will be lifted by more than one person.

4.0 Protective equipment required by all TEC personnel on site

Safety helmets conforming to BS5240 are compulsory when riggers are working in the air on all TEC operated sites as are safety boots. Wearing High visibility clothing is not essential unless working on public roads or being involved in the operation of plant equipment or mobile access towers.

Weather protection clothing will be provided for all staff on site.

All TEC personnel are highly recommended to wearing suitable gloves and though using only hand tools the following individual protective equipment will be available if required

- Eye protection to BS2092

- Hearing protection to BS5108
- Disposable respiratory protection to EN149

All TEC personnel are also required to follow up to date government guidance

5.0 Installation of equipment

Experienced personnel to be employed (excluding the use of a trainee)

- Where possible the work will be carried out when members of the public are not present, or members of the public will be directed around the workspace – it is recommend members of the public stay at least 3m away
- All relevant staff are to be made aware of the presence of TEC on site and the work they are carrying out.
- All tools and equipment will be used in the safe manner outlined in the manufactures guidelines or manual.
- All tools, materials, and equipment will be removed from site at the end of the tenancy.
- Working at height will be undertaken by the use of an articulated boom, scaffold tower or Zarges A frame ladder (details to follow).
- All power tools will be 110v or battery operated, if required these will be charged in a designated area.
- No power tools will be used in damp or wet conditions.
- Where required all drill bits will be 'high speed steel' (HSS).
- When using tools on the access tower the maximum horizontal force must not exceed 20kg (44lb)

6.0 Working at height

All work that needs to be carried out at a height that there is a risk of falling shall be carried out by a qualified rigger. Any articulated boom used will only be done by members of TEC who are IPAFF trained and qualified. Any tower used must be erected under the supervision of a PASMA qualified person and the following points are to be implemented

- No work shall be carried out at a height where it is reasonably practicable to carry out the work safely otherwise than at height.
- The tower is to be used in accordance with the manufacturer’s specifications and instructions.
- When the tower is left in an incomplete state a notice shall be displayed to announce the fact.
- The highest working platform will not exceed 8.2m.
- The Tower is to be positioned and manoeuvred on the flat on each side of the structure.
- When moving the tower it shall be reduced in height to below 4 meters

- The tower is to be inspected by a qualified person before each use and after any modification or relocation of the tower, this person will complete an inspection report and this will be submitted to TEC.
- When not in use the tower will be labelled with the relevant warning signs.

7.0 Implications to third parties/ general public

Pedestrian access will be impeded; all areas in use for work will be clearly marked out and the relevant signage will be shown, if required. When carrying out work care will be taken at all times to insure that no hazard is posed to members of the public or staff.

No traffic management will be required.

It is anticipated that no excessively noisy operations will be encountered.

8.0 COSHH Substances – (Attach assessment sheet)

The only COSHH relevant substance on site will be Diesel fuel used in the delivery vehicle.

9.0 Accidents and emergencies

If the situation is an emergency then DIAL 999 and request the service required.

- The site supervisor will report all accidents to the TEC office and the porters office.
- In the event of a major accident or incident the site supervisor will contact the TEC office and then TEC will contact any necessary parties and the HSE.

Name of person to be contacted: James Walton
Emergency telephone numbers: TEC 07977 656 325

10.0 System of monitoring work to ensure method statement is adhered to

Person responsible for checks: Site Supervisor
Frequency of checks: Before and after event

11.0 Any further relevant information

TBD **+44 xxxx xxx xxx**

This method statement was prepared for TEC by:

Name: TBD

Position: TBD

Date: TBD

If you have any questions or require any further information regarding this method statement then please contact TEC Oxford.

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