



Method Statement 2018

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 PROP Events with relevant site contact.
- Ensure that PROP 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 PROP Events are aware of the location of a power source for the equipment or suitable location for a generator if required.
- Ensure PROP Events have adequate space to set up the booth and the use of a table for setting out props.

Installation

- On arrival at the site ensure that vehicle access is clear.
- On arrival the ground should be checked for suitability for the equipment being used. It must be stable, clear from debris and level.
- All equipment should be placed at its location in the safest manner possible, directly from the car. Manual handling procedures should be observed at all times.
- During assembly equipment is to be inspected for safe operation.
- Access to power (13 amp sockets) is required. This must be within 5 metres of the installation area. The plug will be used in conjunction with a multi-plug, which PROP Events will supply. When the installation is complete all equipment must be removed from the operational area and stored safely away from public access.
- Once the installation is complete, the booth attendant will test the equipment to ensure it is working and safe to operate.

Operation

- Participants are to queue safely in front of the equipment or as directed by the booth attendant.
- 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 booth attendant and then follow any emergency plan as directed by the venue staff / event organiser.
- A trained booth attendant will be in control of the equipment at all times.
- The booth attendant 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 booth attendant, themselves, the public, equipment or venue the booth attendant 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 PROP events.

Removal

- On arrival at the site ensure that vehicle access is clear and that minimum movement is made.
- The booth attendant 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.
- The equipment should be inspected during removal and any damages noted and reported to PROP Events.
- Once the equipment has been disassembled and packed away, the booth attendant will check the area is clear and free from all equipment and tools prior to the handover to the client.
- The vehicle will leave the site.

The above is based on guidelines and advice from the manufacturer and PROP Events operating the equipment within current HSE requirements and should be read in conjunction with the method statement 2018. Each item is covered by the company public liability insurance policy. If there are any questions relating to the use of the equipment, please contact PROP Events at hello@prop.ltd.