

# Method Statement - Non Inflatable Items (Excluding Electrical Equipment)

**Induction Site workers and operators of inflatable(s) will attend a safety induction tuition course before any site work commences, following this, our Method Statement will be explained.**

**Health and Safety Work will be carried out in accordance with Health and Safety Policy incorporating any additional requirements identified within the safety sheet EIS7 and Standard BS EN 14960:2006**

**COSHH Assessment Not applicable -- no hazardous substances will be used during this installation.**

**Risk Assessment all personnel and operators will be aware of assessment sheets.**

**\*\*\*All equipment to be erected as per manufacturers / Health and Safety guidelines and under no circumstances can this be compromised in any way, regardless of aesthetics or the discretion of the venue/ organisers \*\*\*.**

Method Statement – Non Inflatable Items (Excluding Electrical Equipment)

1. Upon arrival, The driver will take note of any safety information or displays and adhere to the rules of the site at all times.
2. The driver will ensure that whilst the vehicle is on a designated carriageway or road surface, the rules of that specific highway are bided by at all times.
3. Should the vehicle be required to travel on any undesignated areas, such as verges or footways, the vehicle will travel at a maximum of 10 miles per hour with the hazard lights flashing at all times. In these specific areas and/or other highly populated areas, the use of a banks person is recommended but not compulsory.
4. The area will then be inspected for suitability, at which time, the area the inflatable will cover will have removed any large stones or sharp objects removed & disposed of in a sensible & safe manner.
5. The area will then be checked for suitable height & for any obstructions. I.e. cables trees, lights.
6. The equipment will then be laid in a suitable position that is unlikely to cause harm or danger to the public and or its users, A ground sheet may be used at this point where necessary.
7. Then the various securing points will be put in place if required, ensuring that all ties or suitable positioned and out of public view where possible. NOTE\* All securing points do not always require fixing, the fixing of anchor points is dependent elements such as location, usage, wind speed etc & will be determined on site.
8. When erecting on hard surface, weights or sand bags may be used where required and dependant on the circumstances a guide rope may be required. This guide rope may be tied to any fixed object i.e. Fence posts & trees.
9. It is imperative that guests or other persons involved in the event do not encroach on the set up area unless specifically requested to do so. NOTE\* All equipment to be erected as per manufacturers / Health & Safety guidelines & under no circumstances can this be compromised in any way, regardless of aesthetics or the discretion of the venue/ organisers.

10. Where necessary barrier fencing, rope or tape may be used to cordon areas off, especially on public events.
11. Once the equipment has been checked over by the event manager or delegated health & safety officer, the event may begin.
12. Upon completion of the event, the equipment area must be evacuated & an allocated member of staff will ensure that no participants are left on the item(s) whilst pack up commences.
13. Once pack up has completed, all anchor pegs & accessories will be removed from site & placed back into the collection vehicles.
14. The equipment will then be packed away in a safe & sensible manner, clear of any 3rd parties & transported to the vehicle, either by sack truck or wheel cart. When dealing with larger items, the collection vehicle may be required to drive to individual items for collection. Again, the vehicle will travel at a maximum of 10 miles per hour with the hazard lights flashing at all times. In these specific areas and/or other highly populated areas, the use of a bank person is recommended but not compulsory & the rules of the site will be observed at all time.
15. The area will then be checked for debris & other accessories, which will be dealt with accordingly.
16. The delivery vehicle will then depart the site, in a similar manner to that described above, again taking note of any instructions given or signing in place.

**Time/Duration Subject to access to site and size of asset(s) the safe erection of each item should take no longer than 1 hour.**

**Emergency Arrangements** Any accidents will be reported directly to the Main Contractor and then recorded in the company's accident book. Any Notifiable accidents will be reported to the relevant authorities.

**Security Personnel** will comply with the site security regime.

**Checking, review and update** Our Method Statement and the compliance of same by personnel will be monitored by our Contract manager and any changes identified will be forwarded to our Office to allow revisions to be made, new Statement issued and implemented.

**Distribution of Information** Method Statement will be issued to: CUSTOMER Contract Manager. Site Personnel / Operators

**Audits and Inspections** Workmanship will be periodically checked by our Project personnel, reporting back to our Contracts Manager. Our personnel / Operators will complete a worksheet for each part of equipment installed. Each part will be inspected by and handed over to the contract manager, who will be given a copy of each signed worksheet.

**Housekeeping / Waste Disposal** We would reasonably expect working areas to be clear of debris prior to our work commencing. Our company undertakes to maintain a clear working area, and remove any of our own rubbish to skips provided by the customer.