

# Method Statement

## **Method Statement for the delivery and erection of inflatable, soft play and alike equipment(s).**

**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 \*\*\*.**

1. Upon arrival, the driver/operators will take note of any safety information or displays and adhere to the rules of the site at all times.
2. The driver/operators 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. Necessary arrangements should be made by the site operator to ensure other trades are prevented from working/walking in the immediate vicinity of the designated area.
5. 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 and disposed of in a sensible and safe manner.
6. The area will then be checked for suitable height and for any obstructions. I.e. cables trees, lights.
7. All items will be off-loaded by hand with the aid of a running barrow and temporarily situated in the immediate vicinity of the work area, taking care to avoid any damage to product and surrounding area.
8. After unloading, items will be distributed to their individual areas provided.
9. The inflatable will then be laid out and unfolded into place; a ground sheet may be used at this point where necessary. The cables will be laid out and connected to electric/ petrol blower/generator as agreed prior to our arrival. \*\*\* All inflatables must have a clear space of 1.8 metres on each side and 3.5 metres clearance at the egress and /or exit areas\*\*\*.
10. The inflation devise will then be checked, connected and switched on ensuring all vents are unobstructed, bent or twisted. All electricis is to be PAT tested and incorporating an in line RCD. The remaining vents on the inflatable will then be secured.
11. The unit will now be inflated, ensuring that no one is on or near the inflatable.

12. Then the various anchor points pegged in place using 12mmx 300mm steel anchor stakes at various points, Anchor points must be loosely tied to the floor using the standard anchor stakes as above or ballast which can withstand 165 KG pull at each point. \*\*\* All anchor points do not require fixing, the fixing of anchor points is dependent on elements such as location, usage, wind speed etc and will be determined on site\*\*\*.

13. When erecting on hard surface, weights or sand bags may be used 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 and trees.

14. 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.

15. Inflation of the inflatable(s) is then carried out in turn providing that, if there is any wind it must be below 24.5 mph ( force 5 on the Beaufort scale ). Secure all anchor points securely after inflation.

16. Soft flooring of suitable density and thickness is to be put around all the parts of the inflatable(s) where the user can exit and / or egress the inflatable(s) to a distance of 1.2 metres out. Suitable soft flooring must be between 25 mm and 100 mm in thickness.

17. Where necessary barrier fencing, rope or tape to be used to cordon areas of especially on public events, this must be erected outside the clearance area as stated in section 3.2 with an entrance of no more than 1 metre

18. When in use of petrol blowers/ generators Barrier's and safety fencing may be deemed necessary to seal the area off from access to the general public. Any refills to be carried out to the manufactures recommendations turn the throttle into the stop position fill the tank cautiously using a funnel. Do not over fill. Other points that are to be followed are shown below:

\*No smoking, naked flames or sparks to be near area

\*Not to be operated by any untrained person.

\*Make sure the fuel cap is secured firmly on the fuel tank.

\*Any reserve fuel to be stored in a safe secure well-ventilated area and in an approved container

\*Petrol blower/ generators are for outdoor use only in well-ventilated areas.

19. Once the inflatable(s) have been checked over by the event manager or delegated health and safety officer, the event may begin.

20. Upon completion of the event, the inflatables must be evacuated and an allocated member of staff will ensure that no participants are left on the item whilst deflation is in progress.

21. Once deflation had completed, all anchor pegs, cables, blowers and generators will be removed from site and placed back into the collection vehicles.

22. The inflatable will then be folded and rolled in an acceptable manor and 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 banks person is recommended but not compulsory and the rules of the site will be observed at all time.

23. The area will then be checked for debris and other accessories, which will be dealt with accordingly.

24. The delivery vehicle will then depart the site, in a similar manor 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 inflatable(s) the safe erection of each inflatable 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 relative 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 undertake to maintain a clear working area, and remove any of our own rubbish to skips provided by the customer.

