

Method Statement	Live 9 Events Ltd
Activity	<p>General Equipment Setup & Operation</p> <p><i>This method statement applies to general hire equipment and excludes specialist equipment such as inflatables, climbing walls and mechanical or enclosed structures, which are covered by separate method statements.</i></p>
<p>This method statement outlines the safe system of work for the delivery, installation, operation, and dismantling of event equipment provided by Live 9 Events Ltd. It applies to all staff, customers, and members of the public involved in or affected by these activities.</p>	

Assessor	Molly Huthwaite	Location of Assessment	NG12 3UL
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Arrival On Site	
Step	Procedure
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. If no specific rules are given for on site, the driver will adhere to the rules outlined in the highway code.
2	The driver will ensure that whilst the vehicle is on a designated carriageway or road surface, the rules of that specific highway are abided 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 any beacon that the vehicle has fitted illuminated 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 driver will follow any check in procedure required, ask to see the location on where the item will be set up.
5	The equipment will then be taken to the designed set up area and put into place. If the equipment requires power the cables will be ran and connected to electric/generator as agreed prior to our arrival.
6	The equipment will be built up if required.
7	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.
8	Where necessary, barrier fencing, rope or tape will be used to cordon off areas, especially at public events.

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.

Generator Safety (Where Applicable)

When generators are in use, barriers & safety fencing may be deemed necessary to seal the area off from access to the general public. Any refills to be carried out must be to the manufacture's recommendations. Turn the throttle into the stop position fill the tank cautiously using a funnel. Do not over fill.

Additional Requirements:

- 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.
- Generators are for outdoor use only in well-ventilated areas.

Operation & Handover

Step	Procedure
1	Once the equipment has been set up it may be checked over by the event manager or delegated health & safety officer if required.
2	Our staff member will give a brief on the equipment and how to operate the item. The adherence to supervision & monitoring instructions are the responsibility of the hirer. Unless Live 9 Events is providing staff to operate and supervise the items.

Pack Down

Step	Procedure
1	Upon completion of the event, the area the equipment is located must be cleared & the hirer will ensure that no participants are in the area whilst pack down is in progress.
2	Once the equipment pack down has been completed, all equipment, cables, & generators will be removed from site & placed back into the collection vehicles.
3	The equipment will be transported in an acceptable manner to the vehicle, either by sack truck or wheel cart or by being carried. When dealing with larger items, the collection vehicle may be required to drive to individual items for collection.
4	The set-up area will then be checked for debris & other accessories, which will be dealt with accordingly.
5	The delivery vehicle will then depart the site, in a similar manner to that described in statements 'Arrival on Site 1 to 3', again taking note of any instructions given or signing in place.

Date of Assessment	13/06/2023	Status	Completed
Re-assessment Date	08/02/2024	<i>M.Huthwaite</i>	Molly Huthwaite

Re-assessment Date	26/03/2026	<i>M.Huthwaite</i>	Molly Huthwaite
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