

Method Statement	Live 9 Events Ltd
Activity	Solid Base Globe
<p>This method statement outlines the safe system of work for the delivery, installation, operation, and dismantling of a solid base inflatable globe. It applies to all staff, customers, and members of the public involved in or affected by the activity.</p> <p>This method statement should be read in conjunction with the relevant risk assessment.</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 or the required speed limit given prior to arrival on site, 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 bank's personnel is recommended but not compulsory.
4	The set-up area will then be inspected for suitability, at which time, the area the globe will cover will have any debris 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. It will also be checked for any gradient which may affect the set up.
6	The globe and its equipment will then be taken to the designated set-up area and put into place. Power cables will be run and connected to the mains electric/generator as agreed prior to our arrival.
7	The equipment will be built up as per the manufacturer's guidelines and as explained in the next section of the method statement.
8	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.
9	Where necessary, barrier fencing, rope or tape will be used to cordon off areas, especially at public events.
<p>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.</p>	

Setting Up and Dismantling the Globe

Surface Requirements

- Firm, flat and level
- Contains no sharp objects such as metal, glass, or wood
- Contain no chemicals or substances such as oil, paint, or animal excrement

Globe Base Unit – Set Up

Step	Procedure
1	The setup of the base includes segments of wooden boards, curved frames and a single unit of hinged frames.
2	First, position the single unit of the hinged frames, and open the frame. Place the small wooden disc under the centre of the hinged frame.
3	Take the frame connectors and place the end of each hinged frame onto the centre piece.
4	Place the curved wooden boards under the hinged frame and frame connectors. The position of the frame connectors on the curved wooden boards should be centered to the connector.
5	Take the frame end sections and place them into the slots on the wooden base boards, ensuring the screw holes are on top. The frame connectors need to be inserted into the top of the frame to hold it together.
6	Place the fan on its side (vent facing upwards) within the framework. The fan should be in the back half of the base.
7	Push the blower tube through the hole in the wooden boards (to both sides). Then lay out the wooden boards on top of the frame; the boards interlock, then secure the boards with the nut and bolt pack.

Inflatable Globe – Set Up

Step	Procedure
1	Place the inflatable globe part over the base with the zipper at the back and clear at the front, making sure the inflation hole lines up with the base hole.
2	Place the inflation cover over the inflation hole and fix it with screws. Secure the globe to the base using the curves, and bolt them with the provided nuts and bolts.
3	Velcro the skirt to the curves. Then inflate the globe, then fix the safety pole into the space between the backdrop and the entrance door. This needs to be placed at a slight angle to allow access and secured with the small bolts.

Electrical Safety
All electrical equipment must be visually checked prior to use and cables must be routed safely to avoid trip hazards. Ensure all trailing cables are covered or routed away from walkways to prevent trips and falls.
Stability
The globe and base structure must be assembled on a firm, level surface and remain stable at all times during operation.
Security of the Globe
Leaving the globe unattended at any time could result in: <ul style="list-style-type: none"> • Spectators being tempted to access the globe which could result in injury • Spectators causing damage to the globe • The globe being stolen <p>If the globe is being left on site before or after operation then it is advised that a member of staff from the company or a security person from the venue remain with the globe should the operator have to leave the globe for any reason.</p> <p>If this isn't possible then the following procedures should be followed.</p>

End of Day Procedure	
Step	Procedure
1	Deflate the inflatable globe by unplugging the cable, remove the cable and secure in a locked company vehicle.

Operation of the Globe
Supervision
The globe must be supervised by a trained operator at all times during operation.
Queue Management
Entrance to the snow globe is via the steps at the rear, where the queue will also be managed.
The queue should be managed using a post & rope system; it should always be closed off with a rope while the operator is assisting a user or group.

Starting Operation	
Step	Procedure

1	The operator will allow entry to the first set of users, to a maximum of 6 per group.
2	The operator will open the rear entry zip to allow users into the entry zone, then climb inside and zip it closed.
3	Once secured, the operator will open the main zip so users can step through for photos, after which the operator will close the zip and leave through the rear entry zone.

After Photos	
Step	Procedure
1	When the user or group has finished, the operator will access through the rear entry zip, step inside and close the zip.
2	The operator will then reopen the main zip to allow them back into the rear entry zone.
3	The operator will then close the main zip and open the rear entry zip so users can exit.
4	After all users have left, the operator will close the rear zip before returning to the queue to assist the next group of users.

IMPORTANT
Before the users enter the globe, the operator should inform the group how access and egress of the unit will work, and they should inform users to display a thumbs-up when they are finished with their photos.

The operator will automatically enter if the group are still in the globe after 5 minutes.

The operator should not allow the next group of users into the area until the previous group of users have left.

User Restrictions
The operator must not allow any person to enter the globe who appears to be under the influence of alcohol or drugs, is unwell, or is acting in an unsafe manner.

Emergency Procedure
<ul style="list-style-type: none"> • Stop operation immediately • Safely assist users out of the globe • Make equipment safe • Follow site emergency procedures • Contact emergency services if required

Date of Assessment	08/05/2025	Status	Completed
Re-assessment Date	26/02/2026	<i>M.Huthwaite</i>	Molly Huthwaite

