

Method Statement

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.

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/organizers.

8. Where necessary, barrier fencing, rope or tape will be used to cordon areas off especially on public events.
9. 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. 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.
 - Generators are for outdoor use only in well-ventilated areas.

10. Once the equipment has been set up it may be checked over by the event manager or delegated health & safety officer if required.
11. 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.
12. 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.
13. Once the equipment pack down has been completed, all equipment, cables, & generators will be removed from site & placed back into the collection vehicles.
14. 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. Again, the vehicle will travel at a maximum of 10 miles per hour. In these specific areas and/or other highly populated areas, the use of a bank's person is recommended but not compulsory & the rules of the site will be observed at all time.
15. The set-up 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 in statements 1 to 3, again taking note of any instructions given or signing in place.

This document was updated on 8th February 2024 and is reviewed when necessary or annually.