

Method Statement

Prior To The Event:

- Ensure that your vehicle has been cleaned inside and outside in accordance with the company *"Event Delivery Guide"*.
- Check that all the equipment to be used has been thoroughly cleaned and disinfected in accordance with the company *"Equipment Cleaning Instructions"*.
- Ensure that all relevant documentation and Risk Assessments are in place and understood by all team members.
- Ensure safety equipment is available and used as per manufacturer's guidelines.
- Ensure staff understand their roles and responsibilities.
- Ensure access and operational details / times etc. have been confirmed by the Fun Experts with the relevant site contacts.
- Ensure that The Fun Experts are aware of any access restrictions such as stairs / lifts etc. or restricted width areas to allow pre-planning of safe work area access.
- Ensure that The Fun Experts are aware of the location of a power source for the equipment or suitable location for a Generator if required.

Installation:

- On arrival at the site ensure that there is communication with the Client and that they are aware that you / your team are on-site and adhere to any instructions on the event *"Booking Overview"*.
- At the site ensure that vehicle access is clear and that minimum movement is made.
- Vehicles should use hazard warning lights and be careful when reversing (use a Banksman if required).
- On arrival the ground should be checked for suitability for the equipment being used. It must be clear of debris / animal waste and stable and level.
- Public access to the build area is to be restricted during assembly. If required, the build area is to be cordoned off with hazard tape whilst delivering and setting up the equipment.
- All equipment should be placed at its location in the safest manner possible, either direct from the vehicle or by using trolleys. Manual Handling procedures should be used / observed and PPE is to be worn at all times.
- During installation of equipment staff will monitor the work area to ensure there is no public access whilst conducting this task.
- During installation of equipment safety checks are to be carried out to ensure a safe operation.
- Access to power (13 Amp sockets) is required for most equipment. This must be within 25m of the installation area and be of sufficient capacity as confirmed by the Fun Experts prior to the event. Any trailing cables across walkways or crossing points will be covered with cable matting.
- The work area must be supervised at all times by at least one member of the installation team.
- When installation is complete all equipment such as tools / boxes / trolleys / straps must be removed from the operational area and stored safely away and secured from public access.

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- Once installation is complete a walk around by the designated Event Lead will be completed prior to the event and equipment tested to ensure it is working and safe to operate.
- If the equipment is not supervised by The Fun Experts staff the client or responsible person on site must be briefed in the safe operation of the equipment prior to the activity being started. They will be required to sign a “Disclaimer” prior to the staff leaving the equipment on site.

Operation:

- All Staff are to wear the issued PPE when manning any equipment.
- Participants are to queue safely in front of the equipment or as directed by the operator / responsible person.
- Smoking and ‘e’ cigarettes are not permitted on / in the operational area or on the equipment.
- No eating or drinking is allowed on or inside any of the equipment’s.
- Age / Height / Weight Limits must be adhered to as per the manufacturer’s guidelines.
- The participant must be suitably dressed for the equipment and if required any loose items of clothing / jewellery / glasses etc. must be secured or removed prior to the activity taking place.
- The equipment must be used in accordance with the manufacturer’s guidelines.
- In the event of an emergency participants must listen to and adhere to the instructions given by the operator for the evacuation of equipment and then follow any emergency plans as directed by the Venue Staff / Event Organiser.
- A Trained Operator will be in control of the equipment at all times who is briefed in the safe running of the equipment.
- The operator will stop the activity if they consider that there is any possibility of risk to themselves, the participants, the public, the venue or equipment.
- Should any participant appear to be under the influence of alcohol / drugs to the extent where they are posing a risk to the operator, themselves, the public, equipment or venue the operator will close the equipment and seek assistance from the Event Manager.
- All incidents are to be reported to the Event Lead, the Event Organiser and The Fun Experts using the correct documentation.

Removal:

- On completion of the event all equipment is to be cleaned in accordance with the company “*Equipment Cleaning Instructions*”.
- On removal the team will check that clear access is available for the removal of equipment.
- All equipment should be disassembled in the safest manner possible and Manual Handling procedures should be observed at all times.
- During pack down staff will monitor the work area to ensure there is no public access.
- The work area must be supervised at all times by at least one member of the Fun Experts team.
- The equipment should be inspected during pack down and any damages noted and reported to the Fun Experts LGS Team.
- Once the pack down has been completed a walk around of the site by the Event Lead will be completed to check the area is clear and free from all equipment and tools prior to the handover to the client.

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- Vehicles will then leave the event site.
- All incidents are to be reported to the Fun Experts Lead and The Fun Experts HSE Advisor.

The above Method Statement is based on guidelines and advice from Manufacturers and 'The Fun Experts' operating equipment within current HSE requirements and should be read in conjunction with 'The Fun Experts' Risk Assessment. The current Public Liability Insurance covers each item, for an amount of £10 million subject to our Terms and Conditions. If there are any questions relating to the use of the equipment please contact 'The Fun Experts'.