



Safe System of Work Documentation

The Method Statement

The following considerations are made in the preparation of this method statement

- A. Organisation/company in control of the operation
- B. Name of method statement originator and authorisation date
- C. Named individual responsible for the activity and its safety
- D. Arrangements for changing/deviating from method statement
- E. General description of activity
- F. Location of activity access and restrictions
- G. General working environment considerations, area required, services and lighting
- H. Protection of others, e.g. members of the public
- I. Equipment failure procedures, including location of reserve equipment
- J. Identity of operatives and any certification required / held
- K. For equipment used, safety precautions and restrictions
- L. Work sequence, including associated risks and required control measures for each stage.
- M. Safety checks/clearances at specific stages

METHOD STATEMENT

Point 1 – Information

Company: Caroline Stereo Mobile Disco
Package: Entertainment service
Title: Provision of equipment and operator for mobile disco to venue
Revision: A1
Date: 3rd Oct 2018

Point 2 – Description of Work

- Deliver, unpack and position of Sound and lighting equipment at selected venue.
- Connection of all equipment to allocated services (e.g. power, sound, lighting).
- Functional tests including sound check / lighting check
- Introduction of operator to venue staff and guests
- Performance (to entertain) for requested period during allocated times
- Equipment breakdown and repack. Remove from venue into transport.

Duration

Delivery and setup of sound and lighting with operational checks; we would envisage 1 to 2 hrs for delivery and setup of the basic show, with appropriate increase in time for larger sets using more equipment. Similar times are required for dismantling, packing, removing from the venue. All large shows or those using an unusual setup will have a setup/breakdown time calculated specifically for that event and venue; this will be made available to all parties involved in advance.



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Sequence

- The necessary equipment (venue and event specific) will be transported to the venue.
- The equipment will be transported by means of wheeled carrier, or by hand when appropriate into the venue via the designated delivery route.
- The equipment will be sited into the final position within the venue.
- All services (electricity supply etc) will be connected by appropriate and safely routed cabling.
- All services will be made live and checked for safety.
- All services and equipment will be verified operational prior to the start of the entertainment.
- Event organisers and/or venue operators will be shown emergency shutdown method.
- The equipment will be operationally checked for sound and lighting and adjusted to suit.
- At the end of the event all equipment setup will be safely disconnected from services.
- The equipment will be transported by means of wheeled carrier, or by hand when appropriate out of the venue via the designated delivery route.
- The equipment will be loaded and packed into the transportation.
- The position used in the venue will be checked and cleared before venue operators are notified of completion of the events entertainment service.

Location

Determined by customer order and defined in the written contract. This is the Designated Venue.

Point 3 – Resources

Personnel

1 x DJ per contracted event. Guest DJ or specialist by appointment as stated in the written contract. Large events may utilise hired 'roadie' or transport staff, in such cases this will be stated in writing and may be added to written contract terms.

Supervision

No direct supervision is required, technical and contractual issues to be resolved by direct contact with M.Ginda. Address and all details in contracts or via the website www.carolinestereodisco.co.uk
Site supervision by the attending DJ, M.Ginda. All details available on the website or by telephone to M.Ginda 01909 732640 (details are also on this document header).

Plant / Equipment

Sound equipment and all connecting cables, electrically tested annually and visually checked weekly.(PAT test with certificates).

Lighting equipment and all connecting cables, electrically tested annually and visually checked weekly.(PAT test with certificates).

Radio frequency devices all operate on licensed or licence free frequencies in the VHF/UHF bands.

Electrical test equipment (eg multimeters for site checks/fault finding)

All electrical test equipment is appropriate for 240 volt.



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Materials

Any event specific materials such as balloons, posters, banners and similar. Where possible and appropriate, all materials will have fire resistant properties. All materials used will be removed from the venue and disposed of in an appropriate manner at the end of the event, or stored for re-use. Due care to placement of materials will be given to increase safety aspects of usage.

Point 4 – Risk Assessments

Assessment of significant risks for all tasks

Identified risks will be reduced by removal of obstructions, correct manual handling and wearing appropriate personal protective clothing if required. Risks to the public and third parties are to be identified and reduced by recommended or best practice methods. Consideration will be given to information obtained from the venue and event organisers.

Access / Egress

The access/egress is by the route determined by the Venue. It is the responsibility of the Venue to ensure clear unrestricted access/egress from the offloading point to the final position within the venue is maintained.

Place of work – Designated DJ area or Stage.

The place of work should be clear of all obstructions and hazards, this is the responsibility of the venue operators. The actual area designated should be agreed upon by the DJ and venue operators prior to commencing any equipment setup.

Others at Risk

Other staff or contracted persons working on or near the DJ setup, when the services are made live, and some testing is taking place during set up of the equipment. The number of persons should be restricted to reduce any possible risks to a minimum.

C.O.S.H.H

Smoke / fog / bubble machines are designed to run with Chemical, the specific Chemical has been prescribed by the equipment manufacturer. This is ordered from an agent or recognised equipment supplier. The COSHH sheets are available on request only, as not all venues permit the use of these machines.

NOISE:

All equipment is sited and adjusted to avoid sound related risks to the operator (DJ), and both the venue staff and event guests. Consideration is also given when sound checking to radiated sound levels that may affect the general public outside of the event venue (when indoors). Sound pressure levels may be checked using a mobile/hand held sound pressure meter and readings are related to current recognised standards and recommendations for sound pressure levels. Levels are kept to values that reduce the risk of auditory and visual sensory damage where possible.



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Manual Handling

Due care with regards to obstructions will be observed when moving any equipment.

Point 5 – Control Methods

Permits

Electrical certificates are to be made available. These can be viewed or downloaded from the website www.carolinestereodisco.co.uk. Copies will also be carried by the attending DJ.

No hot working is required on electrical items.

Music permits 'Pro Dub' can be viewed or downloaded from the website www.carolinestereodisco.co.uk. Copies will be carried by the attending DJ.

It is the venue or event organisers responsibility to obtain PRS (public performance) music licences.

Combined Liability insurance is held and certificates can be viewed or downloaded from the website www.carolinestereodisco.co.uk. Copies will be carried by the attending DJ.

Pro-Dub and Combined Liability can be independently verified by the issuing bodies.

Security

No specific security methods will be required

Point 6 – Personal protective equipment requirements

- Protective footwear
- Protective clothing

Protective equipment is only required by the DJ or roadie in specific circumstances and the use is determined when on site.

Point 7 – Emergency Arrangements

Rescue

Not applicable, Accident reporting to venue, including near miss accidents

Specific first aid requirements

On site, to be provided by Venue operators or attending staff.

Point 8 – Arrangements for changing/deviating from method statement

Where specific circumstances prompt changes to this method statement, they will be placed in a second document forming an amendment, and attached to this document. Any such changes will be approved by all parties concerned prior to any actions listed herein being commenced.

For Caroline Stereo Mobile Disco.
Name: M.Ginda



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RISK ASSESSMENTS

Task/Activity: Access and Setup		Risk Assess. No.: SMS01								
		Date Prepared: 03/10/2018								
HAZARDS		Likelihood			Severity				Risk Score	
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Slips, trips and falls from trailing leads		X					X		4
2	Accidents/Injuries due to loose/unplaced equipment		X					X		4
3	Accidents and injuries due to unattended electrical equipment			X				X		4
4	Accidents and injuries due to assembly/setup of equipment		X					X		4
5	Temporary discomfort from sound and lighting checks		X					X		4
6	Electrical hazards from connecting equipment			X				X		4
7										
8										
9										
10										
Risk Assessment Scores:		10+ Very High Risk		5-9 High Risk			1-4 Low Risk			

PERSONS AFFECTED					
Event Organisers	X	Members of Public	X	Site Visitors	X
Event Officials	X	Young Persons	X	DJ/Operator	X

ADDITIONAL CONTROL MEASURES	
Information & Physical Controls	Managerial & Procedural Controls
<ul style="list-style-type: none"> ➤ Venue operators to be aware of DJ requirements prior to the commencement of the event. ➤ Ensure clear access to loading point entrance ➤ Venue operators to be available during setup ➤ Venue officials to ensure assigned DJ area is cleared prior to DJ arrival ➤ Ensure adequate entry points to the site are available at arranged times ➤ Ensure main lighting system is adequate for whole area during setup/breakdown. 	<ul style="list-style-type: none"> ➤ DJ to ensure clear levels of communication between all parties made available ➤ Event organisers to ensure adequate time available to DJ for entry/setup/breakdown ➤ Venue organisers to be made aware of DJ operations ➤ Ensure the findings of this risk assessment are made available to all event organisers and venue officials upon request.



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Task/Activity:	Event Operations	Risk Assess. No.:	SMS02							
		Date Prepared:	03/10/2018							
HAZARDS		Likelihood			Severity	Risk Score				
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
		Score: 3	2	1	5	4	3	2	1	
1	Injury during normal operation of equipment to attending guests			X			X			3
2	Injury to Venue or third party staff during operation			X			X			3
3	Injury to DJ or guest entertainer during normal operation			X				X		4
4										
5										
6										
7										
8										
9										
10										
Risk Assessment Scores:		10+ Very High Risk		5-9 High Risk		1-4 Low Risk				

PERSONS AFFECTED					
Event Organisers	X	Members of Public	X	Guest entertainers	X
Event Officials	X	Young Persons	X	Others/DJ/Operator	X

ADDITIONAL CONTROL MEASURES	
Information & Physical Controls	Managerial & Procedural Controls
<ul style="list-style-type: none"> ➤ The DJ designated area to have restricted access limited to the DJ and DJ guests only. ➤ Suitable distance given between DJ area and Guest area. Clear walkways. 	<ul style="list-style-type: none"> ➤ Event Organisers and venue officials available during the operational times for health & safety tasks. ➤ Ensure the findings of this risk assessment are made aware to all event officials

Final Risk Assessment Scoring With Adhered Controls **Low Risk**

These are standard controls. Where the site/venue chosen gives rise to additional risks of a specific nature, additional information and assessments will be placed in a second document forming an amendment, and attached to this document. Any such changes will be approved by all parties concerned prior to any actions listed herein being commenced.

For Caroline Stereo Mobile Disco.
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