



METHOD STATEMENT

Before we proceed we are assuming the following

- 1.The necessary Risk Assessment has been completed
- 2.All Staff have been trained in the operation of the equipment
- 3The office has provided you with a planned map of the site or a member of management is on site.

Attraction Setup

- 1.Advance team to arrive on site to commence set up. On entering the site all Vehicles to have headlights and hazard warning lights switched on. All vehicles to be restricted to 5 mph. When reversing second crew member to remain outside of the vehicle and assist driver. All staff in company or event dress at all times.
- 2.Set up commences as per agreed map. In order to maintain the safety of the public barrier fencing is to be erected first before commencing build. All equipment to be laid out in correct position. It is imperative that public or other persons involved in the event do not encroach on the set up area unless specifically requested to do so.
- 3.All equipment to be erected as per manufacturers / Health and Safety guidelines.
- 4.Generators in position and all cabling run to necessary points. Additional Safety barrier to be erected around generators and Fire Extinguishers placed in position. All cables to be run behind units or in a safe manner. All spare equipment to be stored safely. All staff to be on site.
- 5.Vehicles to be parked in designated area, keys removed and locked. Staff briefing.

Staff Briefing:

- 1.All spare clothing and personal belongings to be locked in designated vehicle
 2. All mobile phones to be switched off and preferably left with personal belongings
 3. No smoking on site
 4. No food to be consumed whilst manning equipment
 5. Only soft drinks to be consumed during the event
 6. Location of First and facilities. Staff members NOT to carry out any First Aid other than 'comfort'.
 7. Courteous behaviour at all times.
 8. In event of problem report to Event Manager but do not leave item unmanned. If unable to find Event Manager or get cover clear the equipment, disable and report immediately to Event Manager. Event Manager will make any necessary entries in accident book.
 9. Comfort & meal breaks to be taken away from the site. Staff will be relieved by other team members at designated times. If you are spare you can assist other colleagues.
- 6.Event commences. All staff to be on station and equipment to be ready for use.
 - 7.Event concludes. All equipment to close. Ensure that all public move away from equipment. Generators turn off. Staff debrief.
 - 8.Break down Commence
 - 9.Vehicular movement can commence with caution
 10. Breakdown concludes. Site check. Team to vacate site

