



METHOD STATEMENT INSTALLATION OF EXHIBITION EQUIPMENT, SOUND/LIGHTING & VENUE DÉCOR SYSTEMS

Equinox-Storm

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| Project/Contract | Installation and removal of Sound & Lighting equipment, Exhibition equipment and Venue Décor equipment |
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Data Protection Statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from Equinox-Storm.

Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are;

- a) Injury from slips trips and falls.
- b) Injury from Manual Handling
- c) Injury from contact with Electricity
- d) Injury to other contractors and visitors during works.
- e) Falls from height
- f) Injury to tenants & members of the public

Preventative Measures you must take;

- a) You must be “competent” to carry out the task.
- b) Barriers and/or warning signs must be placed around the work area
- c) You must isolate any electrical supply to the equipment you are working on. Equipment should only be plugged into the main once it is fully constructed and ready for testing.
- d) Visitors and other members of staff are prohibited from entry unless accompanied by competent person
- e) You must be trained and competent to use power tools
- f) A competent person must be available to supervise and lifting and slinging operations
- g) You must follow all directions given by the project manager or his agents

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Personal Protective Equipment you must wear;

- a) Safety Glasses
- b) Overalls
- c) Gloves
- d) Safety boots

Quality Control

- a) Adhere strictly to the following procedure to ensure quality of service
- b) If in doubt contact your manager for clarification before proceeding.

Policy & Compliance

- a) The responsibility of the safety of the Equinox-Storm team sits with the DJ & Presenter or Road Crew Lead responsible for the job/build on the day at the venue, but all personnel must take responsibility for their own safety and the safety of others around them. This includes the responsibility for the result of each individuals own actions that affects other around them at the venue.
- b) Any member of the Equinox-Storm team, staff or sub-contractor, who is found to be acting in such a way that renders the safety of others, or has not strictly adhered to the safety regulations will be asked to leave the venue and will be required to attend an investigatory meeting.
- c) If in doubt contact your manager for clarification before proceeding.

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General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the DJ & Presenter or Road Crew Lead or safety representative.

Staff & Training

Exhibition and Promotional Display work will be carried out by staff and sub-contractors to Equinox-Storm. All members of staff are experienced time in the erection of our exhibition equipment and has an ongoing program of training as new development, equipment or displays are created.

The DJ & Presenter or Road Crew Lead will be responsible for quality and safety. Apprentices and young workers will be supervised and are not allowed to carry out tasks or operate machinery for which they have not been trained.

PPE

If the environment deems necessary all workers will wear Hard Hats, Safety boots, protective clothing, and hi visibility vests at all times, other items of PPE such as eye protection and gloves are available to be worn as and when necessary.

Preparation & Induction

All members of staff required to work on this contract will be given copies of risk assessments and method statements, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff will be introduced to venue management and follow all venue rules and safety procedures.

Welfare

The Venue is responsible for providing adequate washing, toilet, drying and refreshment facilities for Equinox-Storm staff and sub-contractors. Neither, Equinox-Storm or the venue will take any responsibility for the loss of any personal items whilst at work. Staff are responsible for purchasing their own food and drink.

Access egress

The Venue is responsible for providing safe access and egress to the site, Equinox-Storm staff will ensure safe access and egress is maintained for themselves and other contractors working in or near their area of control. Good standards of housekeeping will be maintained.

Material Handling

All materials required for the build of the exhibition display/décor will be unloaded to a designated unloading and storage area, ensuring that the build area is kept clear. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area to the work area. All staff will take care when handling materials.

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Staff and contractors will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into

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smaller units or dual lifted where this is not possible. Wheels or load carrying devices should be used to assist safe mobility. It is the responsibility of the DJ & Presenter or Road Crew Lead to identify and control potentially dangerous manual handling situations as they occur on site on a day-to-day basis.

For any lifting activity

Always take into account:

- individual capability
- the nature of the load
- environmental conditions
- training
- work organisation

If you need to lift something manually

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components

If you need to use lifting equipment

- Consider whether you can use a lifting aid, such as a forklift truck, electric or hand-powered hoist, or a conveyor
- Think about storage as part of the delivery process – maybe heavy items could be delivered directly, or closer, to the storage area
- Reduce carrying distances where possible

Good handling technique for lifting

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route.
- For a long lift, plan to rest the load midway on a table or bench to change grip.

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- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance

Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

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Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Working from Step Ladders

The majority of tasks carried out at height involve working below 2 metres from step ladders; all staff have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. Staff are required to read and understand HSE leaflet [INDG402 the Safe use of Ladders & Stepladders](#). Only competent members of staff will be allowed to work from stepladders and it is the responsibility of the DJ & Presenter or Road Crew Lead to ensure conditions are safe before allowing any ladder work to take place.

Contractor/Visitor Safety

Equinox-Storm will liaise with staff on a day-to-day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold, ladders and any other access to height will be made inaccessible.

Tools and Electrical Equipment

All items of tools and equipment will be visually inspected on a regular basis defective or damaged equipment will be removed from service. Electrical tools will be battery powered or 110V where possible, sub contractors will not be allowed to bring on to site any damaged or defective tools, the DJ & Presenter or Road Crew Lead is responsible for ensuring all tools and equipment allowed on the site are fit for purpose.

Accident Reporting

All accidents should immediately be reported to the DJ & Presenter or Road Crew Lead. A record of the event will be captured in writing, an investigation will occur to understand the cause of the accident and necessary steps will be taken to prevent the accident from happening again. All accidents must be reported to the DJ & Presenter or Road Crew Lead and recorded in the venues accident book.

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Use of lifting Equipment (If applicable to large exhibition stand builds)

All lifting operations shall be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1999 (LOLER)

All lifting equipment will be supplied by a competent hire company; the site competent person shall inspect the test certificates and carry out a visual inspection of the equipment prior to allowing its use. The responsible person shall ensure that the equipment is;

- Sufficiently strong, stable and suitable for the proposed use
- Similarly, the load and anything attached (e.g. timber pallets, lifting points) must be suitable;
- Positioned or installed to prevent the risk of injury, e.g. from the equipment or the load falling or striking people;
- Visibly marked with any appropriate information to be taken into account for its safe use e.g. safe working loads. Accessories, e.g. slings, clamps etc, should be similarly marked.

He shall also be responsible for planning and supervising the lifting and slinging operations and that only competent person are allowed to use lifting equipment.

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Method Statements

Task Description

This method statement describes the work process for the installation of staging, Starcloth/Draperly Backdrop systems, lighting and sound/AV equipment.

Step by step process

Arrival at the venue

- 1) It is the responsibility of the DJ & Presenter or Road Crew Lead to check during production/Risk assessment venue visits the situation concerning access to the working area. These should include, but are not limited by, (a) size and weight restrictions of any elevators, (b) weight & size of flight cases, (c) Ladder/wheels size and manoeuvrability at the venue, (d) security of equipment at the venue, (e) Public access prior to the event starting.
- 2) Refer to venue safety rules for information on signing in and starting work.
- 3) Report to the Venue Manager/security before commencing work in any area. The DJ & Presenter or Road Crew Lead should agree with the venue manager the time at which they can have access to the build area, whether there are any restrictions and whether this will be acceptable to other clients/guests/contractors and users of the venue. The venue manager must be briefed of the expected build time, associated noise or possible further restrictions this could cause.
- 4) All Staff & Contractors must be identifiable by wearing an Equinox-Storm uniform and have their ID card available for inspection if requested.
- 5) The DJ & Presenter or Road Crew Lead will induct sub contract staff onto sites; all members of staff are obliged to follow the DJ & Presenter or Road Crew Lead rules and regulations whilst on site which will incorporate the venues rules and regulations which are imposed by the Venue manager and/or the client.
- 6) Each member of the Road Crew will have a build schedule and design to operate by including contact telephone numbers for Equinox-Storm duty manager, the venue and the client.
- 7) All materials and equipment required for the build will be delivered to site by suppliers and kept in designated storage areas.
- 8) The DJ & Presenter or Road Crew Lead will ensure staff are competent to complete the job safely and that apprentices are properly supervised.
- 9) Physically check all equipment for signs of undue wear or damage, particularly plugs and cables. Extension leads are frequently associated with electrical accidents. Make sure they are properly connected and there is no damage to the leads at any point. Only fully unwound leads are capable of carrying the full load capacity of the cable. Please ensure that all leads are fully unwound.

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Installation of staging

- 1) Put on your personal protective equipment.
- 2) Assemble staging manually handle sections into place to form stages.
- 3) Cover staging in carpet, cut to size and secure using double-sided adhesive tape.
- 4) Fit steps to the side of the staging ensuring they are properly secured
- 5) Do not leave tools and equipment unattended at any time

Lighting Installations

- 1) Check with the DJ & Presenter or Road Crew Lead and liaise with the client before starting work with the lighting plan.
- 2) Lighting circuits should be kept separate from circuits used for audio equipment.
- 3) Cables should be managed as they are laid down using gaffa tape or supplied rubber cable runners. A loose cable should never be left unattended until secured. Consideration must be given when running cables across doorways to ensure all doors can open, close and function properly.
- 4) Lighting tripod foot prints must be marked out with black & yellow hazard tape. Tripod feet should be extended to a safe distance to take the attributed load. Tripods must not be extended beyond 75% of their manufactured capacity.
- 5) Positioning of floor mounted lighting should be carefully considered and made highly visible to prevent a tripping hazard.
- 6) Connect the lighting to a power source and test.
- 7) Lighting control signage and contact numbers should be left with the user.

Erecting of Drapery & Starcloth Systems

- 1) The area should be cleared of any obstacles. Venue guests/customers should not be present during Room drapery builds. Venue staff should be informed of the build plan and any potential tripping hazards as equipment is brought into the venue. Base plates are very heavy. Only Equinox-Storm staff/sub contractors are authorised to manoeuvre base plates. Base plates should be carried with caution. If dropped, base plates could cause injury or damage to the venue.
- 2) Base plates should be laid on the floor at measured intervals according to the build plan.
- 3) Spigots should be attached to the base plates one at a time in preparation for the upright poles to be attached.
- 4) Drapes should be laid out ready for cross pole insertion.
- 5) Poles should be inserted slowly and carefully paying attention not to damage the drape or underestimate the completed weight.
- 6) The cross pole/drape should be carefully attached to the corresponding upright poles
- 7) Any overlays should be attached to the drapes at a comfortable arms reach working height without the need to use a ladder.

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- 8) The upright poles should be raised slowly at half meter intervals, one at a time until the desired height is reached.
- 9) Upright poles should not be extended beyond 10'.
- 10) Consideration should be given to environmental factors such as wind and air conditioning units when considering a safe height to run the drapes.
- 11) Fire Exits must never be draped over. They must always remain clear and visible. Any Fire Exit signs that may be obscured by pelmet drapery must be replaced with a visible legislative compliant sign.

Installation of Sound/AV equipment

- 1) Run cables for microphones, projection equipment to base station/DJ Booth ensuring all cables are secured away from the public / contractors and do not represent a trip hazard, any cables run on the floor must be covered with 50mm tape or secured in the rubber cable runs provided.
- 2) Sound checks must be carried out. Sudden noise can be hazardous. The venue/Equinox-storm team should be informed in advance of any imminent sound checks taking place in order not to disturb the overall build or cause an unmanaged noise disturbance with venue management/guests. Microphones should be checked to ensure functionality and volumes/other settings adjusted to suit the venue/purpose.
- 3) TV's should be mounted securely on Trussing platforms. Trussing should have adequate base plates to ensure stability.
- 4) The DJ & Presenter or Road Crew Lead will check all work and test all equipment.

Leaving the venue

- 1) It is the responsibility of the DJ & Presenter or Road Crew Lead to ensure all equipment is broken down, packed away securely in the appropriate flight cases and loading into the vehicle in a safe and efficient manner.
- 2) The venue should be restored to its former condition.
- 3) A final security check should be conducted by walking the perimeter of the build area to check that all equipment has been collected and there is no damage to the building caused by any of the equipment Equinox-Storm installed.
- 4) Report to the Venue Manager/security before you exit to inform them that you are leaving so that they can secure the final exit door.

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