

Method statement and risk assessment for rental installations.

Purpose of this statement.

To give general guidelines to staff, clients, and venues, on the preferred methods employed in the installation of equipment, and the provision of service for rental systems, their risks and controls.

Access requirement.

Access is required for between 2 – 24 hours prior to equipment use, this time is dependent on size and complexity of installation and will be noted on your quotation. Complex installations should ideally be installed the afternoon prior to the event start date. The room will be required for up to 2 - 4 hours after event finishes, equipment removal will commence as soon as the event has closed. Shorter access times may require additional staff and availability of 24 hour access at the venue. Every event is different but venue and client must appreciate set ups and de-rigs take time and therefore plan the room allocation / hire accordingly.

Direct flat access from delivery vehicles into event venue is ideal enabling the use of wheeled cases and trolleys. Raised thresholds, stairs, small lifts etc.. all represent barriers to the safe unloading of equipment and therefore the health and safety of those carrying out this task. In booking, the venue / client must seriously consider if the available access is fit for purpose.

Method of Delivery.

By road vehicle, from a Private / light goods to Luton bodied vans

Method of Unloading.

By hand.

Storage of Materials on Site.

Materials, equipment and transport cases, stored on site will be by agreement with the venue and client. There are no materials used which can be described as hazardous, flammable, caustic or explosive.

Installation Method.

All equipment is installed temporarily, no permanent alterations to fabric of venue should be necessary.

Cable infrastructure at floor level to be held down with high quality cloth backed tape. Where out in the open cable will be completely covered, where against a wall cables will be 'spot' held to prevent movement. Where crossing access points hazard tape to be overlaid to highlight possible trip hazard. Cable runs should keep clear of escape routes but where unavoidable should be run at a higher level over door frames, the venues co-operation in cable management is required as a method of cable fixing maybe needed to secure cables at this level.

Tripod mounted equipment, tripod legs that extend into the room, and the edge of the area defined by the three feet of the tripod to be marked with hazard tape.

During installation and removal of equipment the venue will be a work site and access should be restricted to those who have a specific purpose in the preparation of the event. Side meetings between delegates in the venue after the event should be discouraged, as this will delay de-rig and is ultimately a potential safety issue, as the venue returns to a work site.

Risk Assessment.

Risks.

Manual Handling, Trip hazards, sharps (broken glass often found in / on venue flooring).
Poorly maintained fixed electrical installations at venues.

Persons at Risk.

Installation technicians.

Controls.

Site safety training, Equipment training, Lifting instruction, provision of personal protective wear and uniform. Un-wheeled case limit of 35kg Staff allocation assessment based on equipment levels, time restrictions and venue accessibility. Off site testing and inspection of supplied equipment. Site surveys.

Work Completion.

Equipment to be tested prior to cable final fix, cables then fixed and system tested again. Equipment removal to be started immediately after event.

END.