



Method Statement

Corabar Entertainment (aka Wedding DJ Hertfordshire)

74 Moorlands Welwyn Garden City Hertfordshire AL7 4QG

0800 0282 110

events@corabar.co.uk

www.corabar.co.uk

Installation, Operation And Removal Of Equipment

Before the Event

Ensure that all relevant paperwork and risk assessments are in place and understood by all team members on site

Ensure safety equipment is available and used as necessary

Check all staff understand their roles and responsibilities

Installation

Have copy of risk assessment to hand and check off relevant items / tasks throughout set up and event.

On arrival at the venue ensure that vehicle and pedestrian access is clear for unloading and set up and that sufficient space is available for the equipment being used.

Vehicles should use hazard warning lights and be careful when reversing.

The ground / floor should be checked for suitability for the equipment being used. It must be stable, clear from debris and level.

If the photo booth is to be used in a marquee without solid flooring, ensure flooring boards are laid prior to any other equipment being unloaded to provide a solid platform for erection of the photo booth.

Members of the public should be kept away from the area being set up for their own safety and cordoned off if necessary.

All equipment should be placed at its location in the safest manner possible, either manually direct from the vehicle or by moving with trolleys.

Manual handling procedures should be observed at all times.

The equipment should be erected or built up as quickly as safely possible in order to keep the area safe and disruption to a minimum.

Staff to inspect all equipment whilst setting up and test it once installed / erected without participants present.

Operation

Staff are to be made aware of their roles and responsibilities for operation.

Instructions are per the risk assessment.

The equipment must be used in accordance with the manufacturer's guidelines.

A trained operator will be in control of the equipment at all times.

All incidents are to be reported to the senior member of staff on site or, if working alone, to the office once back at base, in addition to the event organiser and/or venue staff (as appropriate).

Removal

Equipment must be checked for damage and wear and tear, and the method for installation is to be followed in reverse.

The venue/site must be left as found.