

# Chris Schild: Professional DJ Entertainment

## Method Statement

**Last reviewed:** 11/07/2017

**Reviewed by:** Chris Schild

### **1. In this Document**

This document defines the procedures to be used when transporting, setting up and packing down Mobile DJ Entertainment equipment.

### **2. Safety Statement**

All staff employed or contracted by Chris Schild: Professional DJ Entertainment will adhere to the contents of this document. All work to be carried out within the provision of the Health & Safety at Work Act, Regulations and Approved Codes of Practice latest editions.

### **3. Tools Required**

Hand Tools may be required during the transportation, setting up and packing down of equipment. Each tool should be correct for it's purpose. No power tools will be present. All tools shall be inspected before use.

### **4. Special Training Required**

Persons who have received the correct training and have suitable experience will only carry out work.

### **5 Delivery of Equipment**

Asses the route from unloading position to the venue entrance. Unload equipment form road vehicle (Private / light goods / commercial van / trailer) by hand using safe lifting techniques.

### **6. Storage of Equipment on Site**

Equipment and their storage cases will be stored in a suitable location agreed by the venue and client.

### **7. Installation Method**

All equipment is installed temporarily, no permanent alterations to the venue will be required. Cables at floor level where potential crossing of staff / guests / public to be held down with high quality tape and/or fully covered with warning tape. Cable runs should keep clear of escape routes but where unavoidable should be run at a higher level over door frames.  
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Tripod legs that extend into the room to be marked with hazard tape. During installation and removal of equipment access to the defined area should be restricted to those who have a specific purpose in the preparation of the event.

### **8. Personal Protective Equipment**

Safety footwear to be worn whilst loading / unloading, setting up and packing down.

### **9. Demarcation**

There are no requirements to this section regarding the inspection of portable fire extinguishers.

### **10. First Aid and Emergency Procedures**

First aid kit will be carried in all vehicles and a first aid kit present as part of the equipment. The venues first aid facilities will also be known by all staff. Reporting and recording of accidents will be carried out in accordance with R.I.D.D.O.R. Follow the emergency procedures for each venue. Having reviewed the methods of work described above, I believe that if the methods identified in this document are applied, so far as is reasonably practicable, will have met the requirements of a safe method or working.

Signed: Chris Schild