

METHOD STATEMENT

1.0	Project Name:	Job No:
		M.S.No: 04
	M. S. Title: Stage Set-up and Operation at Venue	Date: 05-02-2011
		Rev No: 00
	Prepared by: RP Farmer SCCS	Rev Date: 22-09-14
2.0	<p>Introduction</p> <p>The South Chiltern Choral Society will be setting up stage equipment, performing and taking down stage equipment for their Concerts preceded by their rehearsals. This Method Statement refers to equipment owned, hired and operated by SCCS. Where equipment is hired in and/or operated by the hirer, or their duly appointed representative, the hirer's Method Statement will take precedence over the following.</p> <p>Document Scope and Layout</p> <p>The aim of this document is to present the strategy, design and methods for safely setting up, operating and taking down equipment required for concert rehearsals and performances.</p> <p>The document is composed of three main sections:</p> <ul style="list-style-type: none"> • Transport of equipment including taking out of and returning to store; • Setting up and removing equipment at the concert venue; and • Operating equipment during rehearsals and concerts. 	
3.0	<p>Transport of equipment including taking out of and returning to store.</p> <ul style="list-style-type: none"> • Care will be taken removing equipment from, and returning to, store to ensure stability of remaining equipment is maintained and to ensure no damage to each specific piece of equipment. • Accepted safe practices will be employed for lifting and carrying equipment. • Due attention will be given for allowing for the potential hazards including restricted head room, uneven floors, potential for slippery conditions (particularly in inclement weather), steps and the presence of other helpers. • All helpers will equip themselves with Personal Protective Equipment appropriate for the activity they are undertaking. (potential for splinters, rough surfaces, sharp edges, squashed fingers, dropping of items on unprotected toes, dust and/or eye injury etc.) • Stacking and securing loads within the transport system will be undertaken and checked by the respective driver to ensure no overloading or unbalanced loading and security of load during transport. 	
4.0	<p>Setting up and removing equipment at the concert venue.</p> <ul style="list-style-type: none"> • All due care, as described for taking out and returning to store, will be employed at the location for setting up. • The Stage Manager will check the stability of the staging and the security of handrails erected by the SCCS members. Assurances will be obtained by the Stage Manager, from responsible respective parties, for security of equipment erected by others. 	

	<ul style="list-style-type: none"> • Electrical equipment will be carried by the carrying handles intended for that purpose NOT BY THEIR LEADS or by adjustment knobs. • All trailing leads will be arranged in a tidy manner with floor crossings kept to the minimum and covered by suitable proportion cable protector, to minimise hazard, and cables over walkways fully supported, (if not armoured for suspension purposes) across their span and at a height for clear headroom. • All suspended equipment will be provided with no less than two points of security, eg safety bond(or chain) in addition to the main point of fixture (hook clamp, boom arm or other approved type), in accordance with current regulations. • No electrical equipment will be moved unless its safe state, including potential hazards associated with electricity and residual heat, is confirmed beforehand. • Equipment installed on tables e.g. control panels, will be suitably stable for their purpose. No food or drink will be allowed in the immediate vicinity of such control panels. • Ladders used for setting up and taking down equipment will be well scotched, of an industry standard approved stable 'A' frame form (such as Zarges 3-part Skymaster industrial type ladder) and/or supported by an additional helper while in use as necessary. Workers on ladders will remain within the footprint of the ladder to ensure stability is maintained at all times. 'Tallescope' or similar will be employed as the preferred method of ascending where practical subject to access, manoeuvrability and cost. • All electrical equipment will have a current PAT test determined by a competent electrical engineer. 	
<p>5.0</p>	<p>Operating equipment during rehearsals and concerts.</p> <ul style="list-style-type: none"> • Movement on, and/or across, the staging will not be orchestrated to set up harmonic motion liable to cause damage. • Handrails will be used for steadying for which they are intended and not crash/surge support. • Only personnel competent in the use of the electrical control panels will operate the panels. • No food or drink will be allowed in the immediate vicinity of electrical plant. • The General Public will not be allowed in the areas of plant or of performers associated with the concert. (except when accompanied by a choir member and not during a performance) • Seating arrangements and access ways will be laid out to maintain the regulatory and Venue Supervisor's requirements. 	
<p>SCCS Approval: Richard Farmer, SCCS H&S representative Date: 22-November 2014</p>		<p>Venue Supervisor Approval: Date:</p>