



Method Statement

These Method Statements have been produced for our clients and our staff in order that they may understand the detailed working methods of LLaborate Limited, the safety precautions that are undertaken and the organisational structure of onsite projects. All LLaborate Limited staff working for clients on-site are required to abide by these rules and regulations.

The Company is committed to the highest standards of professionalism at all times and believes that this is demonstrated throughout this document. Whilst every effort has been made to produce a comprehensive guide to working practices, clients are encouraged to ask any further questions on specific issues which are not covered in the following pages.

Generic and specific Risk Assessments are also available upon request for the activities required in order to stage an event.

LLaborate Limited will comply with health and safety legislation.

All Production staff must co-operate with the site Manager and the Client or the Client's Agent on Health and Safety matters and must not, by law, interfere with or misuse anything provided for safety purposes.

LLaborate Limited ensures that all equipment and the way it is installed and used is safe for all crew and also for the user and members of the public. All electrical equipment will be checked prior to dispatch from the local Warehouse and a record of the previous inspection will be kept.



WORKING PRACTICES ON SITE

ARRIVING ON SITE

All crew will report to security or to the site Manager according to the instructions from the site Manager. All personnel involved with the project will have read the safety guidelines, the full brief from the Event Manager, the additional instructions and guidelines for the site and have in their possession a list of contact names and telephone numbers, and an on-site schedule of works. All crew must carry their ID card.

All production get-in and get-out procedures will be the responsibility of the site Manager. The site Manager will fully brief the team on the working practices that are appropriate for the site and incorporate the rules and regulations which are imposed by the Venue Manager and/or Client. Each member of the crew will have a schedule of information, including details of the site, catering arrangements, and hours of work, accommodation, team leaders and any additional rules. A full contact list including addresses, telephone numbers and fax numbers for the site and accommodation will be supplied to all members of the team before arriving on-site.

It is the responsibility of the site Manager to check during production site visits the situation with regard to access, parking (for equipment and crew), Police restrictions, booking of access roads, loading bays etc. Detailed information will be required concerning the access to the working area from the loading areas, paying particular attention to the following:

- Size and weight restriction of lift, if one exists.
- Weight restrictions of flooring, bridges, and stairs.
- Weight and size of flight cases.
- Ladders - size and manoeuvrability on site.
- Security of equipment on-site.
- Any public access before event.

It is also important for the site Manager to liaise closely with the site Manager regarding other Contractors' requirements and also any restrictions in the locality, i.e. the timing of the get-in and whether this may disturb the adjacent community or other users of the Venue. It is imperative that this initial stage is carried out smoothly, efficiently and with the full support of the site Manager and other Contractors as it is only with their support and goodwill that the Production will be completed successfully and to the satisfaction of the Client

WORK PERMITS

During the safety briefing, staff may be issued with a work permit, which should be carried at all times. This will contain details of the areas designated for work and the times at which work has been authorised to take place. If any additional personnel are required at a later stage of the job, work permits will be issued via the site Manager in agreement with the client.

HEALTH & SAFETY

All crew should be fully aware of the safety guidelines, which apply to all Laborate Limited onsite production work, but will also make sure that they understand the additional safety rules which apply to the site in/at, which they are working. The responsibility for the safety of the team lies ultimately with the site Manager, but all staff must take responsibility for their own safety on site and the safety of their colleagues. This includes the responsibility for the results of the staff's own actions on all other personnel on site and the public.

Any member of Laborate staff, who is found to be acting in such a way as to threaten the safety of others, or who has not adhered strictly to the safety regulations will be instantly evicted from the site. All queries regarding safety matters must be referred to the Event Manager.



ACCIDENT REPORTING

All accidents should be immediately reported to the team leader or site Manager, who will keep a record of the event and take the necessary steps to rectify the situation, avoid any repetition and investigate the reasons for it. Any accidents must also be reported to the senior Manager and Company Safety Adviser.

WELFARE

All members of the crew will receive details of the catering arrangements, accommodation and other welfare matters before arriving on site. Neither the site Manager, nor the site will take responsibility for the security of personal belongings whilst staff works on-site. Staff are responsible for their own out-of-pocket expenses whilst on-site. Records must be kept and produced at a later date in order that a reimbursement may be authorised

LEAVING THE SITE

Before leaving the site, all equipment must be cleared and all areas restored to their former condition. No litter or stray pieces of equipment are to be left on site. Llaborate Limited are responsible for the removal of all waste generated by their activities. Not to include waste from products i.e boxes, packaging etc.

All get out arrangements will be made through the site Manager. Where there is any damage to existing property caused by the work carried out by staff, this will be made good at the expense of Llaborate Ltd. The exit procedure is as important as the entry to the venue and should be fast efficient and smooth running. At the final point of exit, all personnel should hand in any work permits to the site Manager or client and inform them of their intention to leave.

CORRECT LIFTING

Material handling is safe providing the correct lifting techniques are applied. Manual handling injuries are caused by incorrect/poor lifting technique such as stooping, twisting, over-stretching and having parallel hands & feet. Ail crew must follow these fundamental guidelines to the base lifting technique:

- ASSESS the load (& the route and final destination).
- FEET - place the feet asymmetrically either side of the load.
- KNEES - with the heel of the forward foot staying on the ground, bend both knees.
- BACK - keep your back straightened and relaxed throughout.
- NECK & HEAD - look ahead (not down or around).
- GRIP asymmetrically with your whole hand, instead of your fingertips.
- HOLD THE LOAD CLOSE to the body

Finally:

- If you can't manage on your own, ask for help.
- Take care of leads or cable trailing on the ground.
- Wear protective clothing and gloves.
- Always PUSH wheeled flight cases but PULL super-lifts.

SAFE WORKING WITH TOOLS AND EQUIPMENT

Use the right tool for the job - and use properly, ensure that you understand the instructions for use. All hand tools that are not battery operated preferably should be 110 volt via a transformer plugged in at the source of the supply. All power tools will be inspected and tested regularly. If you think a tool is defective - DON'T USE IT

Hand Tools - ensure that all tools are fit for the job and not worn out. Use insulated screwdrivers for work on electrical installations.



WORKING AT HEIGHTS

A risk assessment will be carried out to determine if working at height will be necessary for completing the task. From the assessment it will be determined what sort of equipment will be needed such as MEWPS, harnesses, ladders etc.

All employees who work at height will be suitably trained. Laborate abides by the hierarchy for managing and selecting equipment for work at height. Avoid work at height where possible. Use work equipment or other measures to prevent falls when working at height cannot be avoided; where there cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

LADDERS

All employees will have been suitably trained on how to safely use ladders; Laborate follows HSE top tips for ladder safely.

Set-up for leaning ladders:

- Do a daily pre-use check (include ladder feet)
- Secure it
- Ground should be firm and level
- Maximum safe ground back slope 16° (level the rungs with a suitable device)
- Maximum safe ground back slope 6°
- Have strong upper resting point (not plastic guttering)
- Floors should be clean, not slippery.

Leaning ladders in-use:

- Short duration work (maximum 30 minutes)
- Light work (up to 10kg)
- Ladder angle 75° - 1 in 4 rule (1 unit out for every 4 units up)
- Always grip the ladder when climbing
- Do not overreach – make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task.
- Do not work off the top three rungs – this provides a handhold

Set – up for stepladders:

- Daily pre-use check (feet included)
- Ensure there is space to fully open
- Use any locking devices
- Ground should be firm and level
- Floors should be clean, not slippery

Step ladders in – use:

- Short duration work (maximum 30 minutes)
- Light work (up to 10kg)
- Do not work off the top two steps (top three steps for swing – back/double- sided stepladders) unless you have a safe handhold on the steps
- Avoid side-on working
- Do not overreach – make sure your belt buckle stays within the stiles and keep both feet on the same rung or step throughout the task.

SAFE WORKING LOADS

The total weight of all hanging sound equipment will be known before work commences. Safe Working Load limits will be strictly adhered to throughout the planning and development stages of any project. The load bearing capacity of all flooring, risers and platforms will need to be established and taken into account when designing the style and positioning

Of speakers or other equipment and other heavy equipment such as boom arms, etc.



PRIMARY FIXING

It is standard practice to secure speakers with two or more fixing points and therefore a secondary fixing device will not be required.

SECONDARY FIXING

However, should a piece of equipment be supported by a single point, such as a flying Frame, then a secondary fixing will be fitted in the form of a safety chain or safety bond. The secondary fixing must be capable of supporting the load to which it is attached if the load becomes detached from its primary fixing.

CABLE ROUTING SEPARATION

Due to interference created between certain types and frequencies of cables, cable routing is of utmost importance. From a safety point of view, cables will be kept well away from public areas and places of frequent traffic, either from pedestrians. Where a site has specified servicing runways, then these will be clear at all times, even from cabling. These are often used as the fire escapes and clear access and egress at all times is vital. Cables run across the floor, however disguised, make it uneven and will not be acceptable.

PROTECTION

Any cabling which interferes with a public right of way, fire regulations, or general health and safety regulations on-site should be moved from ground level and suspended at a safe height and in a secure fashion. If this is not feasible, then a cable management scheme will be employed and marking tape is used to mark the routes of each cable. Cables outdoors, in a temporary situation supply other areas with power, should be buried to a depth of at least 0.1 metres. The Event Manager must check with the Venue Manager the plans of underground services before any digging commences to avoid any interference with essential services i.e. gas, drainage, mains electricity.

Once the cables have been laid, the site will be marked out with danger marking tape following the route of the cables whilst underground. Cables laid on top of soil, grass etc. will be indicated by "Danger Electrical Cables" tape. This is especially important when working in close proximity to heavy machinery, water supplies, etc. The tape will show clearly the nature of the cable(s) within. The cabling should be inspected by a suitably competent person at regular intervals on-site. Sound cables should always be protected from sharp edges or chaffing that may sever the outer covering and affect the screen or inner cores. Care should be taken when connecting speaker lines to ensure that the amplifier is turned down or off to avoid any contact with live terminals.

SOUND CHECKS

The importance of sound checks cannot be over emphasised. Specific time will be allocated for sound checking and system set up, especially where tone or high sound peak levels are to be used. Where busy schedules apply to productions, it is sometimes necessary for sound checks to be carried out during lunch or tea breaks. However, when possible, time must be allocated for the function in the overall project schedule. It is never worth cutting corners on sound checks, even when the schedule is tight. All crew should be pre warned about the possible noise levels in case this disturbs their own work or causes a local disturbance, which needs to be managed. It should be remembered that a sudden loud noise can be potentially hazardous. Staffs that are unaware of the likelihood of a sound check, especially if they are working at heights, may be seriously affected. For system set-up, total silence will be required and this will need to be allowed for in the working schedule and respected by other departments working in the same area.

