

Attack the Dance Floor Mobile Disco

STATUTORY LEGISLATIVE
REQUIREMENTS OF THE



Health and Safety at Work etc. Act 1974

METHOD STATEMENT

Temporary Installation of Mobile Disco

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SECTION 1 - SCOPE OF WORK

This document defines the procedures to safely install a mobile disco at an indoor venue.

SECTION 2 - SCHEDULE OF EQUIPMENT REQUIRED

The following equipment may be used when carrying out this work:

- Stands, Trussing and Frames
- Electrical Audio Equipment and Computers
- Lighting and Effects
- Wires and Cables
- Hand Tools

SECTION 3 - SAFETY STATEMENT

During the installation we will conduct a visual inspection of all electrical equipment for signs of damage/wear will be performed before use. This will include power cords, extension leads and plugs.

Use a surge protection device at any point where power is drawn from the premises. Do not use sockets that look damaged or nonstandard.

All supporting equipment including stands and rigging to be inspected before use for signs of damage then again to ensure correct installation and stability. Everything will be mounted on an even surface and suitable locked or tightened.

Discuss with the site manager policy for fire and first aid. Ensure anyone assisting with the installation is aware of these policies and has read this method statement.

All work to be carried out within the provision of the Health & Safety at Work Act, Regulations and Approved Codes of Practice latest editions.

Noise levels will be monitored via a sound level meter before and during the performance to ensure exposure limits are adhered to.

Tools and equipment will be controlled at all times. No power tools will be present.

All hand tools to be the correct size and type and be in a good state of repair.

Drinks and other fluids will not be kept in the vicinity of electrical devices.

No employee should smoke or drink alcohol while acting on behalf of the company.

All Portable Electrical Appliances to also be tested as required by The Electricity at Work Regulations 1989.

Notes Concerning Risk in This Statement:

1. If possible, avoid risk altogether.
2. Where possible, combat risks at source.
3. Give priority to measures which protect the whole workplace.
4. Wherever possible, adapt work to the individual.
5. Take advantage of technological & technical progress.
6. PPE should only be used to minimise risk as a last resort.
7. Only a qualified company manager may sign this statement.

SECTION 4 - SPECIAL TRAINING REQUIRED







Only persons who have been trained in the following will assist in setting up the mobile disco:

- Lifting and carrying as per HSE guidelines on Manual Handling and Loading.
- How to safely run cables and avoid tripping hazards.
- Basic electrical safety and inspection.
- How to erect stands and trussing.

SECTION 5 - IDENTIFIED HAZARDS

We consider the main risks and hazards associated with the installation and performance of a mobile disco to be:

- Risk of electrocution
- Tripping hazards and slipping on spilt fluids
- Head injury from suspended equipment and trussing
- Contact with sharps (broken glass)
- Effects of prolonged loud noises
- Use of lasers

					
Electric Shock	Slipping	Head Injury	Sharps	Loud Noises	Lasers
Yes	Yes	Yes	Yes	Yes	Yes

SECTION 6 - METHOD

Method of Delivery






Equipment is transported by car or van to the venue then unloaded at a safe loading area or designated parking area and conveyed to the venue.

Method of Unloading

By hand, use of trolley/hand cart/portable ramps as required.

Storage of Equipment and Materials on Site

Equipment, materials and transport cases stored on site will be by agreement with the venue and client.

				
Toxic/Poison	Flammable	Pressurised Gas	Corrosive/Caustic	Oxidising
No	No	No	No	No

Please Note: This disco uses no materials which are considered hazardous to health. Any such materials would be documented and referred to in additional paperwork in compliance with COSHH and a specific risk assessment.

Installation Method

Our mobile disco is installed on a temporary basis and will not require any attachment or alteration to the fabric of the venue. Everything we install is self-supporting and requires only a flat surface of around 3m x 2m although more space may be used if available.

Any audio, video and power cables will be secured to trussing and held down when it crosses open floor spaces by a high quality gaffa tape or a rubber cable curb. If we need to attach cable to the walls or a door frame this will be done with spots of tape to prevent movement.

If we have to cross an access point hazard tape will be overlaid for visibility. Cable runs will avoid where possible escape routes and fire exits.

Suspended equipment will have an independent safety bond in addition to its primary fastening and will be adjusted to above head height.

Any stands that pose a tripping hazard will be placed and demarked in a sensible place where people are not likely to travel. They will be tested for stability and if we feel they are not visible a hazard tape will be placed on or around them.

SECTION 7 - PERSONAL PROTECTIVE EQUIPMENT REQUIRED

Sensible footwear is to be worn whilst conducting work for the company. All PPE as dictated by local site rules will be worn.

 Hearing Protection	 Eye Protection	 Hard Hats	 Safety Footwear	 Hi-Visibility Clothing	Other:
Advisory*	No	No	Yes	Advisory*	

*Hearing Protection should be worn if the sound levels in the performance area it over 88dB. Ear plugs are advised for longer performances, however sound in the performance area should ideally be under 85dBA.

*Hi-visibility clothing is only required if loading and unloading on a busy road at night.

SECTION 8 - DEMARCATION REQUIREMENTS

During installation and removal of equipment the venue will be a work site and access to the performance area should be restricted to company and venue personnel only.

During the performance the amount of people approaching the performance area should be limited to no more than 3 persons.

At the end of the performance clients and guests should not gather around and have side meetings. The venue returns to being a work site with potential safety risks.

SECTION 9 - FIRST AID AND EMERGENCY PROCEDURES



FIRST AID:

The standard on site provision of a first aid box, and to discover what first aid facilities are held at the customer's premises.

Reporting and recording of accidents will be carried out in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.



FIRE:

There are no requirements to this section regarding the inspection of portable fire extinguishers. These will be provided and checked by the venue. Only use Dry Powder (Blue) or CO₂ (Black) extinguishers on electrical fires.

Unless trained attempting to fight a fire should be a last resort and a priority should always be made to raise the alarm and contact the emergency services if you find a fire.



EVACUATION:

Follow the emergency procedures relevant to the venue in respect to evacuation of premises. Report to any muster point and do not return for any equipment.

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, they will meet the requirements of a safe method of working.

Signature

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Print

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Date

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APPENDIX A – MAXIMUM RECOMMENDED NOISE LEVELS

Noise Level (dBA)	Maximum Exposure Time per 24 Hours
85	8 hours
88	4 hours
91	2 hours
94	1 hour
97	30 minutes
100	15 minutes
103	7.5 minutes
106	3.7 minutes
109	112 seconds
112	56 seconds
115	28 seconds
118	14 seconds
121	7 seconds
124	3 seconds
127	1 second
130–140	less than 1 second
140	NO EXPOSURE