

# AUDIO MOBILE STAGE HIRE

[www.audiomobilestage.co.uk](http://www.audiomobilestage.co.uk)

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## METHOD STATEMENT ALSPAW SMALL MOBILE STAGE

### ASSEMBLY STAGE AND ANCILLARY EQUIPMENT

- A. On arrival on site, staff will report to both the venue's security staff and the client to advise of their arrival.
- B. The proposed location of equipment will be confirmed with the client on site before commencement of work.
- C. A visual inspection of the site will be made by our Supervisor to check for potential hazards with attention to overhead obstructions, access routes, ground conditions and any weight loading restrictions.
- D. The installation crew will be briefed by our Supervisor on any potential hazards as indicated in C) above.
- E. All equipment will be erected by personnel who are both trained and competent in the construction and erection of the said equipment.
- F. Equipment will be constructed in accordance with the equipment manual. The stage unit will be leveled where necessary to accommodate uneven ground conditions and to ensure that all legs are fully supporting their load. Where equipment is being used on soft ground, plywood spreader plates of 18mm minimum thickness will be used under all legs without any of the legs overhanging the board.
- G. When erecting The Small Mobile Stage, care must be taken to ensure that wind speeds do not exceed 50 mph anemometer readings will be taken where necessary.
- H. Whilst equipment is being assembled immediate access to the area will be restricted to the rigging crew, with no unauthorised personnel being allowed near part constructed equipment. a) It is the responsibility of the client to supply adequate Heras or other suitable perimeter fencing to enclose the stage area to keep unauthorised personnel and the general public away from the stage area during rigging and de-rigging. It is also the responsibility to provide barriers to keep unauthorised personnel and the general public away from the back stage area / away from the generator and power outlets supplying the stage and from accessing the stage from the front.
- I. All ancillary equipment, including steps, valance, guardrails, ramps etc., will be constructed and fitted in accordance with the equipment manual.
- J. All stage valances are manufactured to meet the European fire safety requirements.
- K. The Stage folds from and is the trailer on which the stage is transported. a) Trailer sides are unfastened and the vinyl covered stage roof folds upwards in two parts and is locked into position. b) The inner pair of trailer sides fold down to form the remaining 2/3 of the stage platform with 7 locking adjustable support legs on each side that are used to level and support. c) Stage scrim or solid walls are fitted prior to lifting the roof from 3.6m to 4.8m using the fitted manual hydraulic lifting system and the roof is locked into position using the supplied bolts. d) 4 quad truss pillars are fixed into the outer 4 corners of the stage to support the roof. e) Hand-rails / safety barriers are locked into place and aluminum stair sets are fixed into position. f) The stage skirt and walls are fixed along the edges using supplied fixings.
- L. On completion, a final assembly check of the equipment will be made by our Supervisor who will confirm the construction is in accordance with the equipment manual and that the equipment has been leveled and adequately founded, with all connections in place and correctly tightened.
- M. After the check has taken place, the client will be informed of the completion and invited to inspect the equipment. When the stage construction is approved by the client our Supervisor will supply a 'Completion Certificate' with a risk assessment for the information of the Client, evidence of the Supervisor's competence will be available.
- N. Any surplus/unused material taken to site will be stored inside our transportation vehicle.
- O. All work will be undertaken with due regard to the personal safety of our staff as well as the safety of others. All personnel will comply with any prevailing regulations requiring protective headgear, reflective vests, identity tags etc.
- P. The installation crew will report to both the client and the venue's security staff when they leave the site.
- Q. Any accidents or dangerous occurrences will be reported immediately to:
- (a) The client
  - (b) A representative of the venue
  - (c) The Centre Stage Director
  - (d) The HSE
- R. Generally, equipment removal procedures are simply a reflection of equipment installation. The dismantling crew will report their arrival on site as in A) above. As in H) above, access to the area during dismantling will be restricted to the dismantling crew only.
- S. Once dismantling is complete a final review should take place checking the site to ensure that no items have been left.
- T. The dismantling crew will report their leaving as per Q) above.
- U. Any comments (praise, criticism, suggestions, etc.) passed to either the installation or dismantling crew, will be reported our head office personnel for the appropriate action.
- V. Audio Mobile Stage Hire public liability insurance is extant, but the Client is responsible for all other appropriate insurances in particular theft and damage insurance.
- W. Where appropriate, equipment will be supplied with all parts necessary for full and safe installation, together with a handheld Anemometer.
- X. Stage Dimensions -The Small Mobile Stage comes as a 6m(l) (including towing bar) x 2.1m (w) x 3.6m (h) folding mobile trailer unit that folds out to 5m(w) x 6m(d) x 4.6m(h) without PA Wings attached and 11m(w) x 6m(d) x 4.8m(h) with PA Wings attached.

Y. Access on and off site must be clear with minimum of 3m(w) through entrance gateways and no height restrictions below 4m. Parked vehicles in narrow streets, hump back bridges and tight turns will effect our ability to access / exit the venue and it is the responsibility of the event management to ensure the route is clear for our 11m(l) stage with towing vehicle.

Z. Should the weight of the entire stage need to be calculated, it weighs 1950KG without PA Wings and an additional 440Kg with 2 PA wings attached (including choice of solid walls and scrim walls).

