

Method Statement 2020

Before the Event

- Ensure all relevant paperwork and risk assessments are in place and understood by all staff
- Ensure safety equipment is available and used as necessary.
- Staff understand their roles and responsibilities.

Installation

- On arrival at the site ensure that vehicle access is clear and that minimum movement is made.
- Vehicles should use hazard warning lights and take extra care when reversing.
- The ground should be checked for suitability for the equipment being used. It must be stable, clear from debris and level.
- Members of the public should be kept away from the area being set-up for their own safety and cordoned off as necessary.
- All equipment should be placed at its location in the safest manner possible, either direct from the van/trailer or by moving by trolleys. Manual handling procedures should be observed at all times.
- The equipment should be erected or built up as quickly as possible in order to keep the area safe and disruption to a minimum.
- Walk round by senior member of team to check all equipment, test it without participants and that staff are in place.

Operation

- Staff are to be made aware of their roles and responsibilities for operation.
- Instructions are per the risk assessments prepared for each individual task or activity.
- The equipment must be used in accordance with the manufacturer's guidelines.
- Users must be of an appropriate height and be dressed suitably for the equipment.
- A trained operator will be in control of the equipment at all times
- They receive annual training and updates on the equipment operation.
- The operator will stop use of the inflatable if they consider that there is any possibility of risk.
- All incidents are to be reported to the senior member of staff and the event organiser.

Removal

- The event must be completed and all participants must be clear of the equipment.
- The method for installation is to be followed in reverse.
- Equipment must be checked for damage and wear and tear.
- The site must be left as found, secured as necessary and the client informed that we are leaving.