

Centre Stage

10 Besford House
Pritchards Road
London
E2 9BJ

METHOD STATEMENT

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 layout drawings. Each unit will be levelled 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. The correct number and type of coupler units to be used will be indicated on the layout drawing.
- G. When erecting an Alidome, care must be taken to ensure that sufficient kentledge (ballast) is used at the base of each arch. This must be at least 250kg of steel weights at the base of each arch, or two 1m ground stakes per base plate. If water butts are to be used, sufficient 1000 litre containers must be securely attached to the structure.
- H. Whilst equipment is being assembled immediate access to the area will be restricted to the rigging crew, with no unauthorised personnel being allowed onto part constructed equipment.
- I. All ancillary equipment, including steps, valance, guard-rails, ramps etc., will be constructed in accordance with the equipment layout drawings.
- J. All stage valances will meet the requirements of BS 5867: Part 2 1980 using test method 2 and will be certified on an encapsulated label to that effect.

- K. Nothing will be placed underneath the stage units (except where storage is made on bar shelves included specifically in the bar system for this purpose).
- 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 layout drawings and that the equipment has been levelled 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 it is approved by the client our Supervisor will supply a "**COMPLETION/HANDING-OVER**" 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 removed, and no materials will be stored on site.
- 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 head gear, 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 vide RIDDOR 1995 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 to Centre Stage head office personnel for the appropriate action.
- V. Centre Stage product liability and 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 kentledge (ballast), together with an Anemometer.
- X. The legs of adjacent stages are coupled together during assembly on site, allowing the entire stage area to be considered to act as a single panel. Should the weight of the entire stage area need to be calculated, a 1220 x 2440mm unit (3m²) weighs approximately 65 Kgs.