

Method Statement

This is the method statement for set up arrangements for:

The Jjarrs – A live 5 piece covers band

Overall and final responsibility for band is that of:

Matthew Parish – Band Manager

Day-to-day responsibility for ensuring this statement is put into practice is delegated to:

Matthew Parish/Toby Winkworth/Matt Martin/Phil Lane/Nigel Gray

Site Details:

Address	TBA
Date of attendance	1 st August 2016
Main contact at site	TBA

Transfer of information from client to band:

Access	<ul style="list-style-type: none"> The client will ensure there is suitable access to the site to allow for motor vehicles and a towed trailer to enter the site safely. Parking must be identified and suitable for the parking of up to 5 vehicles (motor cars) one of which will have a 4-wheeled trailer. The ground should be firm, stable, free from potential of subsidence through manoeuvring of vehicles Access to the actual venue should be clear and free from obstructions prior to the band attending. Stage areas should be free from obstructions and readily accessible.
Power	<ul style="list-style-type: none"> Mains electricity supply is the responsibility of the client Power provided should be supplied according to all UK regulations and maintained by a qualified electrician A minimum of 3 x 13 amp, 3 pin power points should be provided that are of the exclusive use of the band All power will be provide via a standard distribution board fitted with ECB's in accordance with current standards

Lighting	<ul style="list-style-type: none"> The performance area must have the capability of being lit by house lighting during set up and break down phase
Facilities	<ul style="list-style-type: none"> The client will ensure that there is access to toilets and hand washing facilities within the venue or site An area should be identified to allow the band to change and if necessary, store personal items The security of the band members is the responsibility of the venue and it is expected that all current health & safety requirements have been considered.
Safety	<ul style="list-style-type: none"> The venue or client will ensure that all facilities provide by the venue or client are safe and will not pose a risk to the band Buildings will be constructed in accordance with current building regulations and will have suitable fire exits, fire detecting equipment, fire fighting equipment where required and fire rated doors and surfaces. Any stage decoration (Curtains, Materials) will be suitably fire rated The venue or client will advise the band accordingly of safety arrangements, evacuation routes and assembly points where necessary.
Attendances - prior to attending the venue/site the band will ensure:	
Equipment	<ul style="list-style-type: none"> All music/sound/stage lighting equipment will be in safe working order and fit for use Lifting equipment provided will be fit for use and will not present a risk to anyone using Vehicles used by the band including trailers will be serviced, insured and fit for use in accordance with current UK requirements. Trailer used for the transport of music/sound/stage equipment will be serviced, insured and fit for use.
Documentation	<ul style="list-style-type: none"> The band carry copies of all PAT testing, risk assessments, method statements and public liability certificates. The band will ensure that all of the above are up to date and current. The band will carry contact details and phone numbers of clients key contact(s)
Attendance Plan	<ul style="list-style-type: none"> The band will have established an informal plan of attendance to the venue although prior attendance to the site will not necessarily take place.

	<ul style="list-style-type: none"> • Consideration will be given to the amount of time required to set the band up ready to perform prior to any guests or members of the public attending the venue
<p>Site arrangements</p>	<ul style="list-style-type: none"> • The band will have discussed any specific requirements with the client or venue to ensure any specific requirements have been catered for in the case of: Access, power, lighting, facilities and safety considerations
<p>Work Activity – this section is split into 3 phases</p>	
<p>Set Up</p>	<ol style="list-style-type: none"> 1. Up on arrival the band will establish a safe location for all vehicles to park up close to the access point of the venue to allow for unloading. This includes space for the drop tail ramp of the trailer containing sound and lighting equipment 2. The band will establish that safe access is suitable and movement of equipment into the venue will not put anyone else present at any unnecessary additional risk 3. The band will use trolleys, barrows and manual handling to transfer equipment from vehicles to the stage or performance area 4. Hardware such as Speaker cabinets, monitor speakers, drums, keyboards, mixing desk, amplifier rack will be positioned 5. The source of power supplies will be established and power feeds will be connected running power to the front and rear of the performance area. 6. Sound cables will be run to the front and rear of the performance area and will be connected to the mixing desk, speakers, monitor speakers and instruments. 7. Data cables will be connected to each of the lighting units 8. An inspection is conducted to ensure all trailing leads are secured, equipment is stable, correctly installed and will not present a risk to the band or members of the public 9. Power will be switched on and all equipment will be tested to ensure correct operation 10. All packing cases, carry cases and spare equipment will be moved to a secure location or back to the trailer where they will be stored until breakdown. 11. A sound check will be conducted to assess the correct volumes of the band prior to any performance
<p>Performance</p>	<ol style="list-style-type: none"> 1. Performances will be 3 x 1 hour sets with intervals 2. At the beginning of each set the band will ensure all equipment is safely installed, trailing leads are still secured 3. Whilst performing the band will not leave the performance area unless an emergency situation demands it 4. Members of the public will not be permitted to enter the performance area 5. Performances will include the use of moving and flashing multi-coloured lights. No actual strobe lighting will be used but a

	<p>strobe effect is created using the functions of the lights.</p> <p>6. The band will take drinks onto the stage for the purposes of refreshment, these will be non-alcoholic in nature and will be secured away from power sockets and live power feeds.</p>	
<p>Breakdown</p>	<ol style="list-style-type: none"> 1. Once performances are over the band will proceed to breakdown the equipment, pack away and re-load all equipment into motor vehicles and trailer. 2. The band will assess the venue to ensure that breaking down the equipment will not present an increased risk to any members of the public. 3. Members of the public are not permitted to enter the stage area at this time. 4. Power supplies will be switched off 5. House lights will be raised to allow for safe breakdown if required 6. All power, sound and data cables will be removed from equipment, safely coiled and secured using wire/cable ties 7. Equipment will be dismantled and returned to packing cases and boxes. 8. Using trolleys, barrows, dollies and manual handling techniques the band will transfer equipment from the stage area in the venue back to the motor vehicles and trailer 9. The band will conduct a final check of the stage area to ensure no items have been left and that any remaining equipment supplied by the venue/client are safely stored. 10. Any waste materials generated by the band will be either disposed of on the premises or removed and taken away, depending on the requirements of the venue 11. The band will exit the venue 	
Records		
<p>Created by: Matthew Parish</p>	<p>Signature: <i>Matthew Parish</i></p>	<p>Date: 01/08/2016</p>

