

The logo for Production:av is contained within an orange rounded rectangle. The text 'production:av' is displayed in a lowercase, sans-serif font. 'production:' is in a lighter grey color, while ':av' is in a darker grey color.

Production:av Ltd

Generic Method Statement

Video Events

Date Written: 12/5/2006
Written by: Peter McCrea
Date for Review: 12/5/2007
Contact: Production:av Ltd
Unit 27,
Kestrel Court,
Waterwells Drive,
Waterwells Business Park,
Quedgeley,
Gloucestershire,
GL2 2AT
T: 0845 37 000 24
F: 0845 37 000 25

Reviewed: 12/5/2007
By: Peter McCrea
Reviewed: 27/6/2008
By: Pete McCrea

1.0 GENERIC METHOD STATEMENT- INTRODUCTION	3
2.0 Generic Method Statement	3
2.1 Travel to the work site.	3
2.2 Arrival at the work Site	4
2.3 Vehicle Movements and Unloading	4
2.4 Get In and Equipment Setup.	5
2.5 The Get out- Equipment set-down.	6
2.6 Working Time.	6
2.7 Travelling from the worksite to the home base.	6

1.0 Generic Method Statement- Introduction

Production:av staff and sub-contractors (Hence forth referred to as 'Crew') are to read and understand this generic method statement relating to the deployment and use of Audio Visual Equipment. Where a job requires tasks to be undertaken outside of this Method Statement, then a Task Specific Method Statement applicable to the task must be used. Listed below are specific tasks NOT covered by this document.

This Method statement does not cover:

Working at height (defined for this purpose as activity taking place over 2m from the floor level) or use of Mobile Elevating Work Platforms (MEWPs),
Use of Hazardous substances (unless specifically mentioned in this document),

This document is also to be read in conjunction with:

Production:av Ltd Alcohol and Drugs Policy, in the Workplace

Production:av hold Health and safety in the highest regard. In all situations every available possibility should be taken to negate the need for high risk activities by seeking alternative methods - Undertaking work on the ground rather than at height for example. Production:av will not ask any of its employees or sub contractors to undertake dangerous tasks without suitable safe systems having been implemented and documented via the use of Risk Assessments (RA) and Method Statements (MS).

This document is intended to be a guide to the safe way to undertake the tasks covered at most work sites. It is split up into sections covering the general aspects of work site activities (the 'Get-in' or arrival and setting up of equipment, The 'Gig' or 'Event' and the 'Get Out' or set-down of equipment). These tasks are applicable to all jobs in some way.

2.0 Generic Method Statement

2.1 Travel to the work site.

Travelling to the worksite should be undertaken with regard and observance of all applicable laws and obligations. The route should be researched and planned, and adequate time given to allow for safe completion of the journey. Adequate rest breaks should be taken to avoid personal fatigue. Where necessary travel days may need to be incorporated to facilitate the safe undertaking of the journey to the work site. If any incidents occur during the journey, of whatever magnitude, then they should immediately be reported to Production:av Ltd (in most situations Peter McCrea). Where a Road Traffic Incident occurs, then the statutory regulations and procedures MUST BE FOLLOWED, and in addition notification of the incident must also be made to Production:av Ltd.

If there are any delays in the journey that will result in an altered time of arrival at the work site this should be relayed to Production:av Ltd and also to the contact at the work site to enable any alternative plans to be made. The Production:av Ltd Office can be contacted on 0845 37 000 24. Out of office hours the telephone will divert to the relevant On-Call personnel.

2.2 Arrival at the work Site

Upon arrival, no work is to be undertaken until the relevant contact has been made. The crew is to follow the work sites' signing in and induction process as detailed by the venue. Contact should be made with the relevant manager (Technical Manager, Production Manager etc) responsible for the work site with regard to access to the work site, Fire precautions and escape routes, unloading location, as to the current state of work, and any additional information related to the work site, Health and Safety practices etc. Work can begin once the Health and Safety requirements have been met.

Personnel should where appropriate wear the following Personnel Protective Equipment (PPE): Steel Toe Cap Boots, Gloves, and where necessary hard hats.

2.3 Vehicle Movements and Unloading

When marshalling vehicles, regard should be paid to providing a suitable number of marshals to enable the driver to negotiate and make safe manoeuvres. All other personnel should remain in a safe area out of the way of the vehicle movements. Before undertaking any manoeuvres the driver of the vehicle should survey the area for suitability and hazards including but not limited to:

- Uneven Surfaces,
- Ability of the surface to support the vehicle
- Obstacles,
- Trip hazards for the marshals,
- Overhanging Obstacles and low wires,
- Pedestrian routes,
- Movements that might conflict with traffic.

Where any of these hazards exist steps should be taken to negate them. Where this is not achievable then they should be risk assessed and minimised. The marshals should remain in a position that allows the driver to see them at all time whether in the mirrors or directly. Should the manoeuvre develop a dangerous situation, or the vehicle near an obstacle then 'Stop' should be shouted to halt the manoeuvre, and if necessary the side of the vehicle should be banged.

When the vehicle is stationary, the doors should be opened carefully. If the load cannot be seen, then care should be taken in case the load has moved during transit. Once unloading commences only the required number of crew to safely handle the items should enter the vehicle. Personnel manually handling equipment should be alert to the issues involved with manual handling. They should be aware and work with regard to manual handling guidelines:

- Lifting should be carried out by bending the knees and keeping a straight back,
- The load should be kept close to the body,
- Use staged lifts instead of one large lift,
- If the item needs to be positioned to the side the person should move with their feet, not their waist,
- Make sure that if an item is to be carried the route is clear and free of obstructions.
- If an item weighs over 25kgs then the lift should be undertaken with multiple people to minimise the load on each individual person.

- Should the load be sufficient awkward or heavy, then mechanical handling should be used. This should be covered in a separate method statement.

When using a ramp to offload, then care must be taken that enough people assist with flight cases to provide a controlled descent. Once the items have been unloaded then they should be positioned so as not to cause an obstruction to walkways or fire escapes.

2.4 Get In and Equipment Setup.

The set up of the equipment should be undertaken safely and with respect to manual handling recommendations. Where necessary several people should be used to lift heavy items. Special attention should also be made to minimising any trip hazards such as loose cabling, screen support legs. Etc. These where possible should be removed. If this is not possible, then they should be barrier-ed off, or marked clearly to make them obvious.

Where cabling is being run it should be laid in such a manner as to be safe. The preference for all cabling runs is to be within conduit systems or through trap systems, out of public access. It should be laid close to walls, and if necessary secured with appropriate tape to prevent movement. If the cabling has to cross pedestrian walkways it should be secured either with tape or walk mats. Should the work site be out doors then consideration should be given to burying the cables. Cables should also be run in locations that will not be vulnerable to mechanical damage.

When working with flown equipment there should be competent person supervising the work. When attaching equipment to truss or rigging hardware, ensure that the structure is capable of supporting the loading. If in doubt, then the equipment should not be fastened, and guidance sought. All items that are being flown should either be designed with a suitable factor of safety, or be fitted with a secondary safety system. Where this is achieved by the use of wire rope or other cables, it should be left tight to prevent shock loading in the instance of the main support failing.

All efforts should be made to minimise exposure of the public to the equipment either during the set-up and event. Where necessary barriers should be deployed to separate the public from the equipment.

When making connections to electrical systems, care should be taken to ensure the integrity of the supply. Contact with the house electrician/Technical manager should be made to ensure the correct supply is taken and that it is safe to connect to. Care should be taken to ensure that there is appropriate protection for the system, and that earth continuity is maintained through the system. The current loading for the system should not be exceeded. Where necessary utilise a larger supply rather than overloading the system.

This method statement does not cover working at height. Therefore should any task requiring work at a height of over two metres be required, that work should be undertaken in accordance with the relevant Risk Assessment and Method Statement.

2.5 The Get out- Equipment set-down.

The de-rig and get out should be undertaken in accordance with the preceding sections of this document. Personnel should be aware of tiredness due to the work carried out so far. This should be factored in and increased margins in terms of time and reaction speed. Work should be undertaken such that it does not leave any part of the system unsafe or insecure.

When loading the equipment into the vehicle, care should be taken when manually handling equipment, and stacking cases into place within the lorry. Reference should be made to the driver of the vehicle with regard to the loading and placement of the equipment and security of the load.

Once loading is completed the crew should then undertake any obligations to the venue with regard to signing out and informing the Production Manager/Technical Manager of the crews intention to leave the work site. A check should also be undertaken to ensure that the venue is left in the correct clean and tidy state, and house equipment if used has been returned to the correct positions.

2.6 Working Time.

If the work has taken longer than anticipated, then the consideration should be taken to taking appropriate actions such as calling extra crew. If this is the circumstance, then the following actions should be undertaken:

- The Production:av Ltd office should be contacted on 0845 37 000 24, which operates a divert out of office hours to a managers mobile phone.
- Details of the periods worked and the expected time required to complete the works should be given.
- A decision will be taken on what action should be undertaken to minimise the impact on the personnel. This might include, but not be limited to provision of accommodation facilities, additional personnel etc.
- This should be reported to the crew and acted on.

2.7 Travelling from the worksite to the home base.

Regard should be taken to the previous sections in terms of travelling and the obligations in place both of a statutory nature and by Production:av Ltd. If the driver is tired then appropriate breaks should be taken.

3.0 Method Statement caveats

This method statement is intended to be a statement of works for the general tasks that would be expected to be undertaken when at a typical work site. Should tasks be required to be undertaken that are outside the scope of these works then they should be referred back to the Production:av Ltd office before being undertaken. These works should be undertaken under the guidance of the relevant method Statement and Risk Assessment.