

METHOD STATEMENT
FOR THE KNIGHTS GROUP



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Project/Contract	
Contractor	
Site Address	
Project Start Date	
Expected Duration	
Projected Completion Date	

	Name	Title	Signature	Date
Document Author				
Authorised by				
Authorised by				
Authorised by (for Client)				

Emergency Contact Details			
Contact			
Tel			
Mobile			

Data Protection Statement

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Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are;

- a) Injury from incorrect Manual handling.
- b) Injury from slips trips and falls.
- c) Injury from members of the public during operations.

Preventative Measures you must take;

- a) You must be competent to carry out the task.
- b) Barriers erected at entrances and around the work area if deemed necessary by the foreman or safety officer to protect spectators.
- c) You must read and be familiar with the Briefing Sheets giving at events which contains emergency procedures, code words, event day timings, code of conduct, health and safety, and accident and emergency procedures.

Personal Protective Equipment you must wear;

- a) High Vis jacket or Bib
- b) Warm clothing
- c) Safety boots
- d) If specified by client safety goggles and hard hats must be worn

Environmental Protection Measures you must take;

- a) You must dispose of waste in the correct designated bin provided

Quality Control;

- a) Adhere strictly to the following procedure to ensure quality of service
- b) If in doubt contact your manager for clarification before proceeding.

Task Description

This method statement describes the work process for the seamless running of all events where manpower is supplied by the Knights Group. All staff members being deployed will be capable of recognising potential fire hazards and suspect packages, identify and investigate incidents or occurrences amongst spectators and report findings, know the location of first aid equipment and rooms, be able to recognise and report any damage or defect which is likely to pose a threat to safety and assist in preventing breaches of venue regulations.

Staff & Training

The projects will be carried out by staff from The Knights Group. All members of staff are experienced and hold at minimum a Spectator Safety Level 2 qualifications, in addition some staff also hold Spectator Safety Level 3, Customer service Level 2/3 and SIA licences in either door supervision, security, CCTV or close protection. A site manager will be appointed to each contract who will be responsible for quality and safety. Apprentices and young workers will be supervised and are not allowed to carry out tasks for which they have not been trained.

PPE

All workers will wear Safety boots and Hi Visibility Vests, other items of PPE such as eye protection and hard hats are available to be worn as and when necessary.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the client, any queries or concerns will be raised with the client who will ensure it is dealt with. All staff will be inducted onto site by the safety officer of the venue and will follow all site rules and safety procedures.

Welfare

The client is responsible for providing adequate toilet and refreshment facilities for staff. Staff are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the client, it may be necessary occasionally The Knights Group to identify suitable local amenities.

First Aid

It is the Client's responsibility of all to ensure adequate first aid provision for the staff deployed at their venue. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained first aider will be a suitable person who has attended an HSE approved course of at least four days' duration and he/she will re-train at least every three years on a course of not less than two days.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of

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a first aider. The Appointed Person can render emergency first aid if trained to do so.

Often principal contractors will ensure sufficient first aid cover for sites under their control

Inductions

Staff may undergo a site induction if specified by the client. This is carried out by the safety office of the venue.

Booking in procedure

Step by step procedure

- 1) 4-24 hours prior to event a final confirmation text will be issued to all staff booked in for the event detailing the location, the meet time, start time, probable finish time, and dress code.
- 2) Event day procedures-
- 3) Staff to meet at location at the meet time indicated
- 4) Staff will sign in with the allocated company rep
- 5) When signing in all staff will be issued with ID cards and wrist bands
- 6) All staff dress code will be checked by company rep
- 7) Any staff that do not conform with dress code requirements will be sent home
- 8) Staff will receive a code of conduct briefing
- 9) All staff will enter the venue where they will be issued personal protective equipment
- 10) All staff will be issued a venue/event day specific event briefing
- 11) Staff will then be allocated positions through the venue.

Removal of a fowl and abusive spectator from a venue

Step by step procedure

- 1) Steward would report to their supervisor.
- 2) Person's location- bay, row, seat number.
- 3) The nature of the incident would be reported (fowl and abusive)
- 4) The supervisor would inform the control room to allow camera's to be situated on the individual
- 5) The supervisor would conduct a dynamic risk assessment
- 6) Control room deploys response team to the location
- 7) The supervisor asks the abusive individual to go to the concourse to alleviate the risk of harm to others
- 8) The individual will be asked to produce his/her ticket and a form of identification
- 9) The individual will be informed of the reasoning behind his/her ejection
- 10) The individual will be escorted or if became aggressive forcible removed from the venue.