

Health and Safety Method Statement



Audio Alliance

Method Statement 1 of 2

Logistics

Event

Venue

Location of Activity (Hall number or suite name)

Arrival Date

Number of vehicles involved minimum

Number of personnel involved minimum

Attention All:

- On arrival check in, as per Venue procedure.
- Confirm environment is suitable for work.
- Confirm Venues First Aid and Emergency procedures and all involved are made aware of them.
- Personal Protective Equipment use as instructed.
- Any alterations or changes during the work must maintain safety standards.
- Once build up complete clear and tidy area of any redundant cases, cables and equipment.
- Any personnel departing from site check out as per Venues procedure.
- On completion of event, breakdown, packing up and loading must be done in the same manner as the arrival and build up.

Method Statement 2 of 2

Logistics

What is Required?

Supervision	Yes	No
Self-supervision	Yes	No
Personal protective equipment	Yes	No
Warning signage	Yes	No
Venue Fire Safety brief	Yes	No
Fire fighting equipment on hand	Yes	No
First Aid resources on hand	Yes	No
Storage area	Yes	No
Security	Yes	No
Parking area	Yes	No
Test certificates required with equipment* *If not with equipment, verify up to date.	Yes	No

Lone Workers:

Is this a lone worker work situation? Yes No
If YES please answer the following:

Are there any specific risks to the lone worker? Yes No
*if YES advise lone worker prior to starting work.

Is the person medically fit and suitable to work alone? Yes No

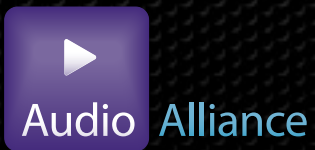
Have arrangements been made to ensure they remain safe while at work? Yes No
I.e. observation visits, formal arrangement of communication via mobile.

Additional notes:

Name

Date

Please print name on behalf of Audio Alliance (North) Ltd.



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