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Generic Trailer Stage Erection

METHOD STATEMENT

ARRIVAL AT SITE

Locate the production manager for the event and advise him/her of your arrival. If you are delayed for any reason ensure that:

- The venue is made aware of the situation and of your estimated time of arrival.
- A manager of the company is advised of the situation.

Managers can be contacted telephone as follows:

Karl Ashman 07970 640201

Stu Petersen 07785 905731

At least one Manager is contactable 24 hours a day

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TRUCK MOVEMENTS

- Make sure a responsible person is marshalling the truck and that all other personnel are standing clear.
- Observe any potential hazards or pitfalls that might hinder the safe maneuvering of the truck.
- If you are assisting the driver ensure that he can see you at all times either directly or via his mirrors.
- If you do see any obstacle or unsafe situation developing shout out STOP! Loudly and bang hard with your fist on the side of the body of the truck.

An important note:

- DO NOT WORK UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

UNLOADING

- Care to be taken when opening truck doors, check that the load has not moved and nothing is able to fall or cause injury.
- Ensure that all other personnel are standing clear of the doors.
- Make sure area is adequately lit.
- Carefully undo load bars/straps ensuring that no unforeseen load movement will occur.
- Observe correct lifting practices
- Ramp equipment off in a controlled safe manner using the appropriate number of loading personnel.
- NEVER undertake a loading or lifting task in unsafe circumstances or with insufficient personnel.

EQUIPMENT HANDLING

- Use correct lifting practices
- On large/tall items use the appropriate number of personnel and assess the item carefully before attempting to move it.
- Always check PA wings and risers for security and stability before commencing the installation. If in doubt do not allow the PA to be stacked and refer to a responsible person.

POWER DISTRIBUTION

- Contact the approved site electrician before connection of any Peak Hire Ltd equipment to the house or site supply.
- All power supplies are to be measured with reference to appropriate earth/neutral connections.
- Power is to be turned off and tested safe whilst wiring in tails.
- Run cables in areas where interference or damage by others or by machinery cannot occur.
- Locate power distribution system in a dry area and label accordingly if the venue has not done so.
- On no account connect or be persuaded to service house mains supplies. If a

house electrician is not available WAIT until a qualified person can be located. Do not be pressured into attaching tails to house services or to generators.

- Check the earth leakage on the system meters and perform an earth leakage trip test to ensure that the trips are working normally.

RIGGING

- NEVER be persuaded to climb to a height of more than 2m from the nearest safe surface.

STAGE BUILD

- Endeavor to site the trailer stage on level firm ground with a clear area that will allow safe lowering of the stage platform.
- Demark an area with barrier tape for the stage build
- Fit beam structure to the side of the truck and level this structure.
- When the beam structure is leveled attach the winches to the stage platform and lower the platform onto the beam structure.
- Position the roof structure from its traveling position into its lifting position then attach the lifting winch. Lift the roof structure into position and attach the front stage roof legs to the structure. Secure these to the stage deck and attach the guy line straps and tighten.
- Designated rigger to access the stage roof and secure the canopy to the truck roof and stage truss structure.
- Take care to monitor meteorological conditions and take these into account when assessing the likely changes in impact of the stage build.

Test Certificates

- Always ensure that all equipment is supported by a current test certificate and ask to see certificates for any equipment provided by others, especially motor hoists.
- Steels, shackles and other rigging hardware should be clearly stamped with safe working load (SWL) and should appear serviceable and free from surface damage.

GROUND CABLING

- Cables traveling through walkways or public areas need to be covered with proprietary cable walk or matting./ Gaffa Tape
- Matting should be marked with white tape.
- Cables are to be laid in parallel to each other.

- If cable is to be run overhead, it needs to be securely fastened to a static structure.
- Overhead cables need to be out of reach of the public.
- Run cables in areas where damage is least likely to occur.

AFTER THE EVENT

- Conduct the de-rig and load-out in accordance with the advice and obligations of the preceding chapters of this document.
- Especially observe that personnel are tired and less quick to react after an event. Make allowance for this and increase safety margins.
- When loading the truck ensure that the load is safe and secure and that the load cannot move during transit.
- After the load-out is complete conduct a complete check of the venue to ensure that nothing has been left behind. Ensure that Peak Hire Ltd personnel have not been responsible for any damage to the venue and that the Company has not left any undue litter.

LEAVING THE VENUE AND TRAVELLING

- Always advise the production manager that you have completed your tasks and are ready to leave the venue.
- If you are tired and are intending to drive take extreme care. If you feel that you are too tired to drive take a break and if necessary check into an hotel.
- **DO NOT DRIVE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.**

Method Statement ends.