

Method Statement – Non Inflatable Items (Excluding Electrical Equipment)

1. Upon arrival, The driver will take note of any safety information or displays and adhere to the rules of the site at all times.
2. The driver will ensure that whilst the vehicle is on a designated carriageway or road surface, the rules of that specific highway are bided by at all times.
3. Should the vehicle be required to travel on any undesignated areas, such as verges or footways, the vehicle will travel at a maximum of 10 miles per hour with the hazard lights flashing at all times. In these specific areas and/or other highly populated areas, the use of a banksperson is recommended but not compulsory.
4. The area will then be inspected for suitability, at which time, the area the inflatable will cover will have removed any large stones or sharp objects removed & disposed of in a sensible & safe manner.
5. The area will then be checked for suitable height & for any obstructions. I.e. cables trees, lights.
6. The equipment will then be laid in a suitable position that is unlikely to cause harm or danger to the public and or its users, A ground sheet may be used at this point where necessary.
7. Then the various securing points will be put in place if required, ensuring that all ties or suitable positioned and out of public view where possible.
NOTE* All securing points do not always require fixing, the fixing of anchor points is dependent elements such as location, usage, wind speed etc & will be determined on site.
8. When erecting on hard surface, weights or sand bags may be used where required and dependant on the circumstances a guide rope may be required. This guide rope may be tied to any fixed object i.e. Fence posts & trees.
9. It is imperative that guests or other persons involved in the event do not encroach on the set up area unless specifically requested to do so.
NOTE* All equipment to be erected as per manufacturers / Health & Safety guidelines & under no circumstances can this be compromised in any way, regardless of aesthetics or the discretion of the venue/organisers.
10. Where necessary barrier fencing, rope or tape may be used to cordon areas off, especially on public events.
11. Once the equipment has been checked over by the event manager or delegated health & safety officer, the event may begin.
12. Upon completion of the event, the equipment area must be evacuated & and allocated member of staff will ensure that no participants are left on the item(s) whilst pack up commences.
13. Once pack up has completed, all anchor pegs & accessories will be removed from site & placed back into the collection vehicles.
14. The equipment will then be packed away in a safe & sensible manor, clear of any 3rd parties & transported to the vehicle, either by sack truck or wheel cart. When dealing with larger items, the collection vehicle may be required to drive to individual items for collection. Again, the vehicle will travel at a maximum of 10 miles per hour with the hazard lights flashing at all times. In these specific areas and/or other highly populated areas, the use of a banks person is recommended but not compulsory & the rules of the site will be observed at all time.
15. The area will then be checked for debris & other accessories, which will be dealt with accordingly.
16. The delivery vehicle will then depart the site, in a similar manor to that described above, again taking note of any instructions given or signing in place.