

FIRST LINE EVENT HIRE DELIVERIES

Method statement and risk assessment for equipment hire deliveries.

Purpose of this statement.

To give general guidelines to staff, clients, and venues, on the preferred methods employed in the delivery of equipment,

Access requirement.

Access is required at ground floor level deliveries above ground floor level will require relevant access ie lifts etc

Every event is different but venue and client must appreciate take time and therefore plan the room/venue access accordingly

Direct flat access from delivery vehicles into event venue is ideal enabling the use of wheeled cases and trolleys. Raised thresholds, stairs, small lifts etc.. all represent barriers to the safe unloading of equipment and therefore the health and safety of those carrying out this task.

In booking, the venue/client must seriously consider if the available access is fit for purpose.

Method of Delivery.

By road vehicle, from a Private / light goods to bodied vans

Method of Unloading.

By hand.

Storage of Materials on Site.

Materials, equipment and transport cases, stored on site will be by agreement with the venue and client. There are no materials used which can be described as hazardous, flammable, caustic or explosive.

Installation Method.

All equipment is installed temporarily, no permanent alterations to fabric of venue should be necessary.

Recommended cable safety for user

Cable infrastructure at floor level to be held down with high quality cloth backed tape. Where out in the open cable will be completely covered, where against a wall cables will be 'spot' held to prevent movement. Where crossing access points hazard tape to be overlaid to highlight possible trip hazard. Cable runs should keep clear of escape routes but where unavoidable should be run at a higher level over door frames, the venues co-operation in cable management is required as a method of cable fixing maybe needed to secure cables at this level.

During installation and removal of equipment the venue will be a work site and access should be restricted to those who have a specific purpose in the preparation of the event. Prior to hire check available wattage of power supply to insure adequate supply.

Side meetings between delegates/guests in the venue after the event should be discouraged, as this will delay removal and is ultimately a potential safety issue, as the venue returns to a work site.

Risk Assessment.

Risks.

Manual Handling, Trip hazards, sharps (broken glass often found in / on venue flooring).

Poorly maintained fixed electrical installations at venues.

Persons at Risk.

Delivery Drivers.

Controls.

Site safety training if required by client, Equipment training in the form of equipment instruction, Lifting instruction, provision of personal protective wear and uniform. Un wheeled case limit of 35kg
Staff allocation assessment based on equipment levels, time restrictions and venue

accessibility. Off site testing and inspection of supplied equipment. Site surveys.

Work Completion.

Equipment to be tested prior to delivery if electrical PAT tested and items labelled