



Method Statement

Location – Place/venue of hire

Equipment	Activity	Hazard	Method
Disco & Photobooth	Unloading Equipment	Weight	Use Safe lifting practices, and ensure your path is clear.
Disco & Photobooth	Setting up lighting	Fall	All lighting fixtures should be fixed with nuts and bolts and tightened finger-tight, always using a safety chain when required.
Disco & Photobooth	Cable connections	Trip	Cables should be taped down, ensuring all slack is taken.
Disco	Frames	Collapse	Always tighten bolts to finger tight.
Disco	Speaker stands	Collapse/Fall	Stand legs should be parted so the support bars are in the horizontal position, and safety pins used on the vertical pole.