

Company: J R Centrepieces Ltd
 Prepared by: Rachel Barron
 Date: 20/08/2021

METHOD STATEMENT	
LOAD IN	All items will be unloaded from the vehicles via professional ramps with a maximum load capacity of 1 ton. All items will be either carried or wheeled into the venue via the relevant loading areas. All trolleys and flight cases use rubber wheels and are suitable for use within the venue without causing damage. Crew will be supplied with PPE and carrying equipment where necessary.
TABLE CENTREPIECE	All illuminated table centres are battery powered and free standing either as one unit or 2 separate units.
GLASSWARE	All Glassware is cleaned away from site and transported in suitable flight cases to minimise the risk of damage.
TRIP HAZARDS	All equipment's will be checked to ensure no trip hazards are left. Any potential areas will be marked using contrasting tape. The project manager will lease with the venue manager to ensure the venue are happy with the set up.
PPE	Crew will be supplied with PPE and carrying equipment where necessary. This includes the use of hi-vis vests, hard hats, steel toe capped boots and gloves where needed. All PPE will be well maintained and suitable for the job required.
MATERIALS	Materials used are mainly plastic or glass, with the exception of metal trolley's.
SNAGGING/CLEAR UP	<p>Before general public are allowed into the area, the representative for the company will ensure that any hazardous tools or equipment is cleared. All cables and fabric will be checked to ensure no trip hazards are left. The project manager will lease with the venue manager to ensure the venue are happy with the installation.</p> <p>All work tools required for the completion of this contract will be in good working order. Please see attached risk assessments for various items used for this event.</p>

Contacts on the day of the events:-

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