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## Method Statement – The Stage Box

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### Introduction

The Stage Bus Ltd. will be setting up “The Stage Box” vehicle, rigging and operating sound and lighting equipment during the event for which it has been hired. Following the event, The Stage Bus Ltd. will deconstruct all structures and remove the vehicle from the site. All such undertakings will be undertaken by authorised and approved Stage Bus Ltd. appointed crew who will be trained and appropriately licensed for any such work undertaken. All work will be undertaken in the most safe, effective and appropriate manner.

This Method Statement refers to equipment owned and operated directly by The Stage Bus Ltd. with regard to the Stage Box and its flatbed vehicle only. Where equipment is hired in and/or operated by the hirer, or their duly appointed representative, the hirer’s Method Statement will take precedence over the following.

All members of The Stage Bus Ltd. crew have read and agreed to work within The Stage Bus Ltd. Health and Safety Policy.

### Unpacking Equipment

- Equipment will be stored on The Stage Box or in the carrying vehicle.
- Care will be taken when removing and returning equipment to ensure no damage occurs to each specific piece of equipment and with the intention of avoiding the risk of injury to any person.
- All Crew authorised by The Stage Bus Ltd. will equip themselves with appropriate PPE as necessary for the activity they are undertaking, including but not limited to the protection of toes from dropping items, gloves to protect against splinters, rough surfaces and sharp edges, and any other necessary safety precautions deemed reasonable by the designated Site, Project, Event or Stage Manager appointed by The Stage Bus Ltd. as appropriate.
- Electrical equipment will be carried by the carrying handles intended for that purpose, and not by electrical leads.
- Crew will ensure that equipment is set up and tested to be safe and secure before any use of the equipment is undertaken by any third party.
- All equipment shall be appropriately stored and secured when not in use.
- All Crew undertake to act in a professional and responsible manner with regard to the handling, use, removal and storage of equipment.
- The Stage Bus Ltd. will not assume any responsibility for the suitability, function and safe usage of any equipment that has not been provided by or on behalf of the Stage Bus Ltd.

## Setting up Stage and Equipment

- The Stage Box will be set up by a member of Crew who has been trained and is familiar with the operation of the controls.
- No person other than The Stage Bus Ltd. authorised Crew will be permitted to assist with the set up of the stage and equipment.
- The Stage Box will be unloaded from or remain on the carrying vehicle as required.
- The Stage Box will be securely positioned and levelled on its support struts before the roof and stage will be raised or lowered as appropriate. The Stage Box controls will be operated by one appointed and trained member of the Crew, who will carry out full visual checks of the area around the vehicle before operating the controls. A loud and clear verbal warning, such as “Struts lowering” or “dismounting the Box” will be called out to indicate to anyone nearby that the controls are about to be operated. The controls will not be operated if that Crew member does not think that it is safe to do so.
- The roof will only be raised when it is safe to do so and the Box has been confirmed to be level and stable. The roof controls will be operated by one appointed and trained member of the Crew, who will carry out full visual checks of the area around the vehicle before operating the controls. A loud and clear verbal warning, such as “roof going up” or “lowering the roof” will be called out to indicate to anyone nearby that the controls are about to be operated. The controls will not be operated if that Crew member does not think that it is safe to do so.
- The Stage will only be lowered when it is safe to do so and the roof has been fully deployed to its full extent. The Stage controls will be operated by one appointed and trained member of the Crew, who will carry out full visual checks of the area around the vehicle before operating the controls. A loud and clear verbal warning, such as “stage coming down” or “raising the stage” will be called out to indicate to anyone nearby that the controls are about to be operated. The controls will not be operated if that Crew member does not think that it is safe to do so. When the stage has been lowered the Crew will lock the stage supports into position and ensure that the stage is level, safe, secure, and locked into position before any third party is permitted to access the stage area.
- All parts of the stage construction will be securely attached, and the Crew will check the stability of the structure once it is complete.
- Ladders used for setting up and taking down equipment will be of an industry standard approved stable ‘A’ frame form, and securely scotched and stable, where necessary supported with an additional helper.
- All suspended equipment will be provided with at least one point of security (such as a safety bond or chain) in addition to the main fixture point or points.
- All trailing leads will be arranged in a tidy manner, with floor crossings kept to a minimum. Where necessary trip hazards will be covered with appropriate safety matting.
- No electrical equipment will be moved unless it is safe to do so.

## General Equipment Operation

- Only persons competent in the operation of the equipment will be permitted to operate equipment belonging to The Stage Bus Ltd. The Crew has a general discretion to refuse to allow any third party to use the equipment if that third party does not appear reasonably competent in the safe and appropriate usage of equipment belonging to the Stage Bus Ltd.
- The general public will not be permitted to access any area of plant, or where electrical equipment is set up and accessible. Such areas will be clearly marked.
- All equipment belonging to The Stage Bus Ltd. will be operated in co-operation with those persons running the event onsite.
- The Stage Bus Ltd. will not assume any responsibility for the suitability, function and safe usage of any equipment that has not been provided by or on behalf of the Stage Bus Ltd.

APPROVED BY Andrew Teverson, June 2024, on behalf of THE STAGE BUS LTD.

<b>Event Sign Off:</b>	
<b>Event Name &amp; Location:</b>	
<b>Date of Event:</b>	
<b>Nominated Event Project Manager:</b>	
<b>Signed:</b>	
<b>Date of Signature:</b>	