



## **METHOD STATEMENT**

### **ARRIVAL AT SITE:**

Locate the production manager for the event and advise them of your arrival. If you are delayed for any reason, ensure that:

The venue is made aware of the situation and of your estimated time of arrival.

A manager of the company should be advised of the situation.

The managers can be contacted on the following numbers:

Paul Stratford 07831 272072

Maz Goodwin 07515 050370

### **VEHICLE MOVEMENTS**

Ensure that a responsible person is marshalling the truck and that all other personnel are standing clear of the vehicle.

Observe any potential hazards or pitfalls that might hinder the safe manoeuvring of the truck.

If you are assisting the driver ensure that he can see you at all times either directly or via his mirrors.

### **An important note:**

#### **DO NOT WORK UNDER THE INFLUENCE OF ALCOHOL OR DRUGS WHILST UNLOADING!**

Care should be taken when opening truck doors, check that the load has not moved and nothing might fall or cause injury.

Ensure that all other personnel are standing clear of the doors.  
Make sure area is adequately lit.

Put ramp into place using the appropriate number of people.

Carefully undo load bars/ straps ensuring that no unforeseen load movement occurs.

Use sufficient personnel to lift within the vehicle's working area.

Observe correct lifting practises.

Use forklifts for very heavy items.

Stand clear of driving area when forklift is in use.

Ramp equipment off in a controlled safe manner using the appropriate number of loading personnel.

**NEVER** undertake a loading or lifting task in unsafe circumstances or with insufficient personnel.

### **EQUIPMENT HANDLING**

Use correct lifting practises.

On large/ tall items use the appropriate number of personnel and assess the item carefully before attempting to move it.

Use required amount of personnel to heavy items into a position, where possible using a forklift truck. Stack on level surfaces.

Always check PA wings and risers for security and stability before commencing the installation. If in doubt do not allow the PA to be stacked and refer to the person responsible.

Secure PA cabinets using fly fittings and ratchet straps when stacked more than two high.

### **EQUIPMENT PLACEMENT**

Distribute/sort cases to the equipment store area marked as 'Technical Store' on the attached drawings.

Leave clear pathways and observe access to emergency exits.

### **POWER DISTRIBUTION**

Contact the approved site electrician before connection of any Cloud One equipment to the house or site supply.

All power supplies are to be measured with reference to appropriate earth/ neutral connections.

Power is to be turned off and tested safe whilst wiring in tails.

Cables are run in areas where interference or damage by others or by machinery cannot occur.

Locate power distribution system in a dry area and label accordingly if the venue has not done so.

On no account connect or be persuaded to service house mains supplies. If a house electrician is not available WAIT until a qualified person can be located.

Do not be pressured into attaching tails to house services or to generators.

After installation conduct a full power test (see testing procedures) to ensure that the supply will not fail under full load. Request that any other power demands are switched onto full capacity (i.e. lighting systems etc) to ensure that the service will not fail under full load.

Check the earth leakage on the system meters and perform an earth leakage trip test to ensure that the trips are working normally.

### **MOTOR HOISTS**

Always inspect motors before use.

Make sure chains are not twisted.

Do not handle while motor is moving.

Always ensure that motor test certificates are current. Do not use a motor hoist that is out of test.

## **RIGGING**

**NEVER** be persuaded to climb to a height of more than 2m from the nearest safe surface.

Always ensure that a competent rigger is installing the points.

Decline to install PA on points that are not obviously satisfactory. If in doubt ASK.

## **INSTALLATION**

The loudspeaker system is to be installed in accordance with the installation diagrams. Take care to ensure that the heights, angles and azimuth of the

cabinets are correctly adjusted in accordance with the drawings as this will influence the performance of the system.

## **TESTING**

Testing is to be undertaken with reference to the local authority representatives and with the promoter / venue operator to ensure that sound curfew conditions are adhered to.

Sound propagation tests are to be undertaken to:

- a) Prove the coverage and performance of the system and
- b) Prove adherence to Local Authority license conditions.

Testing is to be undertaken with pink noise analysis. The LAeq level is to be measured at the mix position and a level of 98dB LAeq to be reached.

The system should be equalised at this level. Note that it is not necessary (or desirable) to operate the pink noise for any longer than it takes for the room level to settle. No matter how reverberant the room this period should not be any longer than 15 seconds.

After equalisation to +/- 2dB the system is to be placed at the disposal of the Local Authority to conduct environmental noise tests. Every assistance and co-operation should be given during this process.

Following propagation tests the level of the system must be adjusted in accordance with the advice given by Local Authority personnel.

THE POLICY OF CLOUD ONE LIMITED IS TO OPERATE IN A MANNER APPROPRIATE TO THE VENUE AND TO THE LICENSE CONDITIONS. IN ADDITION, THE COMPANY HAS A DUTY TO OBSERVE THE INSTRUCTIONS OF LOCAL AUTHORITY OFFICERS OR POLICE OFFICERS IN THE MATTER OF NOISE NUISANCE. DO NOT ALLOW ANY PROMOTER OR CLIENT TO PERSUADE YOU TO OPERATE AGAINST THE ADVICE OR DIRECTION OF AN AUTHORISED OFFICER.

## **OPERATION OF THE SYSTEM**

The system must be operated with reference to the sound control levels set during propagation tests. Any deviation from these levels may occur only with the clear agreement of Local Authority officers.

Cloud One Employees or contractors are bound by their contracts to ensure that the sound levels at the mix position during the event are monitored and maintained.

It may occur that a member of the audience or staff moves into a position where excessively high sound levels are endangering him/ her. If this occurs the sound levels must be reduced IMMEDIATELY to a level which prevent any harm to the individual concerned.

Take care to monitor meteorological conditions and take these into account when assessing the likely changes in impact of noise upon the local environment.

Use the free ear plugs provided by Cloud One to all personnel.

### **AFTER THE EVENT**

Conduct the de-rig and load-out in accordance with the advice and obligations of the preceding chapters of this document.

Especially observe that personnel are tired and less quick to react after an event.

Make allowance for this and increase safety margins.

When loading the truck ensure that the load is safe and secure and that the load cannot move during transit.

After the load-out is complete conduct a complete check of the venue to ensure that nothing has been left behind. Ensure that Cloud One personnel have not been responsible for any damage to the venue and that the Company has not left any undue litter.

### **LEAVING THE VENUE AND TRAVELLING**

Always advise the production manager that you have completed your tasks and are ready to leave the venue.

If you are tired and are intending to drive take extreme care. If you feel that you are too tired to drive take a break and if necessary check into a hotel.

**DO NOT DRIVE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.**  
Method Statement ends.