



Method Statement

Key details

Event: "Spectrum" St. Anne's & St. Peter's College Summer Ball 2017

Job Ref: JB1993

Venue: Sherbourne Park, Warwickshire

Venue Contact: N/A

Client: St. Peter's College, Oxford

Client contact: Tegan Eldridge, Ball President

Construction period: 08:00 08/05/2017 to 20:00 12/05/2017

Deconstruction period: 10:00 14/05/2017 to 18:00 17/05/2017

Show period: 08:00 13/05/2017 to 05:00 14/05/2017

OTP Project Manager: Ben Cox, Managing Director -

Method Statement completed by: Katy Appleby, Operations Manager –

Date of assessment: 31/03/2017

Description of works

Origin Technical Productions will provide structure construction, event power and distribution as technical production.

Structures: OTP will be constructing one Layher 8m x 6m stage @ 0.9m with PA wings, one FOH mix position, one haha bridge with handrail at a maximum height of approx. 1.5m, a bespoke rigged IBC tank structure, one LiteDeck 4m x 3m @ 0.6m and one 3m x 2m @ 0.3m.

The required stages and structures will be constructed using Prolyte LiteDeck, with all necessary additional substructure systems provided through applicable use of scaffolding and screw jacks etc. All bare ended scaffolding pipes will be covered using black safety caps, and although intentionally



avoided, where coupler threads protrude in such a way that health and safety may be compromised, extending threads will be covered. Any staging units measuring over 4' x 4' will be carried by two crew members. All structures supplied will be as per structural calculations and construction drawings authorised by Origin Technical Productions Ltd and issued to the client prior to the event. Any changes made throughout construction will be authorised by the Origin Technical Productions Project Manager responsible for the site at that time.

The required stages and structures will be constructed using Layher structural components and event deck, with all necessary additional substructure systems provided through applicable use of scaffolding and screw jacks etc. All bare ended scaffolding pipes will be covered using black safety caps, and although intentionally avoided, where coupler threads protrude in such a way that health and safety may be compromised, extending threads will be covered. Any staging units measuring over 2m x 1m will be carried by two crew members. All structures supplied will be as per structural calculations and construction drawings authorised by Origin Technical Productions Ltd and issued to the client prior to the event. Any changes made throughout construction will be authorised by the Origin Technical Productions Project Manager responsible for the site at that time.

Audio Equipment: The audio equipment on this job will be used as specified by manufacturers' guidelines. All suitable equipment, amplifiers etc, will be contained within flight cases to aid equipment reliability through protection, as well as offer easier equipment handling. Any equipment that is stacked and thus may offer a potential for falling hazard will be sufficiently strapped down. In particular, this applies to all speaker stacks that might separate through vibration. All audio equipment will have a current portable appliance test certificate held on record. A competent audio engineer will be in operation of the installation for the whole production period to ensure not only production standards are maintained, but noise restraints as specified by the client are strictly adhered to.

Cabling: All cabling that is installed on the event site by OTP will be laid in a manner that not only meets our most stringent health and safety requirements, but also where possible is laid out of sight to maintain aesthetic merit. All cables where applicable will have a current portable appliance test certificate held on record, and in line with internal OTP operations policies will be tested before leaving the warehouse to ensure reliability and production standards are maintained. Cable ramps or covers will be used where necessary, especially where cables cross roads or walkways.

Lighting: The lighting equipment used for this event will be basic LED as well as automated LED fixtures. All fixtures will be rigged following manufacturer guidelines and all rigging accessories, [for example, hook clamps] will be used as fit for purpose. For example, hook clamps will only be used when the load is hung directly downwards. Other rigging methods will include half couplers. Any lighting fixtures that are ground mounted will be positioned in a safe position, outside of pedestrian access wherever possible, and not blocking any emergency exit routes. All cabling shall be discrete



and positioned to prevent trips hazards. All lighting equipment will have a current portable appliance test certificate held on record. A competent lighting engineer will be in supervision of the installation for the whole production period to ensure production standards are maintained.

Access Equipment: The only access equipment currently specified for use on this production are combination step ladders and security harnesses. At no point will crew carry items up a ladder that cannot be secured to their person by a fall arrest device, and until such point that the item is safely secured otherwise, it will remain attached to them. In all other situations, a member of their ground crew will haul the equipment into the air by means of a suitably rated rope and attachment accessories. When working at height on ladders, the ladder will be supported by a minimum of one crew member, unless the operative at height is suitably secured to the rigging system. When working at heights using harnesses, PPE will be worn at all times. Ground teams will also ensure suitable PPE to worn, including hard hats. Guard rails will be put in place on open platforms to prevent falls from height. Where ground teams are installing components from below, this will be done from a sub-deck rather than laying deck in areas at heights with open platforms to prevent falls from heights.

Power Tools: It is anticipated that power tools will be used on this event. Power tools include, but as not limited to, electric drills, impact drivers, reciprocating saws, circular saws and jigsaws. All crew using power tools will be adequately trained to do so. Full appropriate PPE will be supplied to such crew for their use. Any mains powered tools will use a 110V supply.

Plant: No specification for plant has been made for this event.

Refuelling of Generators: Diesel fuel stored on site will be stored within a locked bowser within the site power compound / area. No petrol will be stored on site at any point. All refuelling will be completed by a crew of two people to ensure that over filling does not occur, using the hose and hand pump fitted to the bowser. Spill kits will be stored within easy access of the generators and bowser at all times and especially when re-fuelling should a small spillage occur.

Schedule of works

Monday 8th May – Friday 12th May 2017

08:00	OTP crew and vehicles arrive on site and commence structure construction and technical rigging.
20:00	OTP crew and vehicles leave site.



Saturday 13th May – Sunday 14th May 2017

08:00	OTP crew and vehicles arrive on site and commence final checks, sound checks and event preparation.
18:00	Show commence.
04:00	Show end.
05:00	OTP crew and vehicles leave site.

Sunday 14th May – Wednesday 17th May 2017

Approx. 10:00	OTP crew and vehicles arrive on site for deconstruction.
Approx. 18:00	OTP crew and vehicles leave site.

Structure Responsibilities

OTP will not be present on-site during the production rigging or event phase of this construction. Once the structure has been certified fit for purpose following construction by OTP, responsibility for the structure will be transferred as per the Structures Certification document completed following the construction phase. The structure will then be certified for either production rigging or event use. Should the structure be only certified for production rigging by an OTP representative, it is the responsibility of whomever takes responsibility of the structure for said rigging to ensure this is done to rigging plot pre-authorised by OTP. Any changes to pre-authorised rigging plots must be communicated to and authorised by OTP. It is then the charge of the party responsible for the structure to sign off for event use, using the Structure Certification document. OTP will not accept responsibility for any structure that has not been rigged as per pre-authorised rigging plots. OTP will reassume responsibility for the structure as soon as they return to site following the event, or anytime in between.

Staff and Welfare

All staff and crew working for OTP on-site during this production will have adequate training and knowledge to produce an event that is of suitable production standard. Where a crew member does not have adequate training or knowledge to carry out a particular task, they will be operating under supervision by competent crew. All crew working for OTP will be required to wear suitable PPE for



the undertaken tasks. The minimum PPE required to be worn at all times on this production are steel toed boots and a high visibility vest. When crews are working at height all ground crew members are also required to wear a suitably rated hard hat.

OTP's crew ethos relies on trust, and all crew are highly aware of the working attitude expected. They agree to operate politely, calmly and above all safely. Through this, all crew issues are managed effectively and efficiently with minimal disruption. OTP considers crew welfare to be critical to a successful production and thus ensure that without compromise all crew are provided with adequate working breaks, as well as a sufficient supply of water on all events. OTP also ensures that all show operators are given suitable working breaks where necessary to allow not only personal relief but crucially to ensure that they do not become fatigued whilst operating, a critical issue which we feel endangers the high production standards OTP sets.

Production temporary arrangements

OTP does not consider itself responsible for any temporary arrangements with the venue; however, in order to adhere to monitor them, it acknowledges that they are as follows:

Working restrictions: OTP understands that it must abide by any temporary site working restriction imposed by the venue or client, or any other authority body.

Traffic management: OTP understands that there are no traffic management systems in place for this event.

Pedestrian flow: OTP understands that no members of the public will have access to this site pre- or post-production.

Vehicles

OTP will bring to site the following vehicles:

- 1x XLWB van (RF15 YUU)
- 1x 4x4 (BT16 WYS) with 1x Ifor Williams 18ft flat-bed trailer.
- 2x 40ft artic trucks.



Communication

OTP considers this production to be of a scale where the simple communication route as follows is required:

OTP Crew > Department supervisor > OTP Production manager < Customer

It is believed that by operating a standard simple chain of communication, in no situation will decisions be made or indeed actions taken, without the necessary parties being consulted and informed. This also reduces the likely hood of 'misunderstandings' leading to a possible point of conflict and possible loss of trust.

Monitoring of compliance

OTP believes the monitoring of the above compliances is a joint venture. Many actions affect not only the production manager and customer, but also the crew. A high level of personal work assessment is also required to reach OTP production standards, and for that reason, this method statement coupled with the production risk assessment are supplied to each member of the OTP crew. Where monitoring of compliance is required a qualified person will be employed.