



METHOD STATEMENT

(updated 08/02/2024)

Preparation prior to an event:

We do not usually conduct on-site visits prior to an event unless requested and practical to do so. We usually arrive at a venue in plenty of time so if any issues exist there will be plenty of time to deal with them. We are not therefore aware of all potential problems that may exist until we arrive on site. So do let us know of any access restrictions, stairs, electrical socket locations and running extension cables safely to the set up location prior to arrival via main contact email of info@boxphotoboosts.co.uk

As a general rule if a venue has wheelchair access to where the hired equipment is to be sited, we should be able to access the location without issue.

We usually have two staff members on site to install our **Photo Booths**. One for **Selfie Pods, Giant Letters** and **Arcade machine**.

All staff will take advice when on site and follow any instructions for safely, loading and unloading the vehicle and parking. Staff will pay full attention to, and following guidance on, HSE lifting methods.

Unless discussed beforehand, on arrival our staff will try to make immediate contact with the on-site contact so they can follow any directions and identify preferred location, electrical sockets we may use, and obtain any other relevant information such as evacuation procedure during an emergency.

We ask that the onsite contact give clear instructions where fire exits are located and advise our staff to familiarise themselves with emergency exits and procedures at a venue in all cases.

If there is no power socket where the Photo Booth or other hired products are to be located we ask that a power cable is run to at least 5metres of the designated area prior to our arrival by the client. We require one socket per hire product . We carry our own electric cables and extension cables in case required but recommend that the client run their own cables to the preferred location. Please let us know in advance if there is any problem with this request.

Precautions when moving equipment on and off site:

We usually use two staff members who will walk the route prior to installing the **Photo Booth and any other hire products** in the customers preferred location to make themselves familiar of any particular hazards they may encounter.

Our staff are aware the **Photo Booths, Selfie Pods, Giant Letters & Arcade Machine** may be moved, loaded and unloaded by one person and have a full understanding of the correct way to lift all equipment in a safe and methodical manner.

Our staff are aware and conversant that the **Photo Booths components** may be moved by two methods.

The first method is by physically carrying the components in the upright position or onto their side and using its own built in wheels to move it (large components only). The second method and preferred method is by means of a "dolly" which is used with ratchet straps and allows the operators to manoeuvre the **main booth body** in tighter areas. Smaller components of the photo booths such as back drop poles, back drops, prop boxes and additional 'tech' are hand carried.

Our staff will follow similar procedures and precautionary measures as above when moving the **Selfie Pods, Giant Letters and Arcade Machine**. Venue access may limit the ability to move any Giant Letters on the 'Dolly', in which case they are hand carried

Set up:

During set up our staff will advise the onsite contact if there are any issues which may / will cause a problem prior to or during the event hire period, and advice any course of action where necessary.

Photo Booths stand alone their own bases, these are artificial grass topped, and soft composite underbelly. **Selfie Pods** are free standing and have soft feet pad on their underside. **Giant Letters** are free standing but use anti-topple feet that are wood based. **Arcade Machine** is free standing using soft feet and sits on a rubber backed mat if and when required.

All transport equipment and cases not in use will be safely stored away or removed to our vehicle until required for pack down.

Staff duties during the hire period:

During operation our onsite staff members will give clear instruction to all guests using the **Photo Booth & Selfie Pods**.

During operation our staff will ensure the set up area is kept clear of trip hazards & liquids and will advise guests accordingly.

During operation at least one member of staff will be available to assist and advise the user of the **Photo Booth**.

During operation our staff will refuse access of use of the hired equipment to any person they deem to be a hazard to our equipment, ourselves or other users. (i.e. due to the user consuming too much alcohol). **We reserve the right to suspend our services or shut down if we feel a situation deems it necessary in the interest of health and safety.** In any event we will inform the onsite contact of our decision and reasons why we have taken any action of this nature.

Packing down:

When packing down all staff will follow any requests by the onsite contact when exiting the building with the equipment. We will familiarise ourselves with the exit route if different to the entry route prior to moving the equipment.

Our staff will clear all equipment brought onto the customers premises and leave the area in a safe condition. All staff are advised to make contact with and bring any concerns to the onsite contact prior to leaving.

STAFF AWARE

Daniel Lyons | Sophie Hills | Leyton Day | Philip Tappenden | Talitha Tappenden |

Oran Lyons | Lottie Emerson