

## APPENDIX - F - METHOD STATEMENT

### Purpose

The purpose of this method statement is to provide a safe system of work, based on identified risks detailed in the attached risk assessments, for the provision of Build programme between 19th & 20th July 2024

Risk Assessments are attached.

This includes, entrance routes, crowd control methods, staffing, and welfare arrangements.

This document has been completed following legislative guidance and is based on best practice and advice from Emergency Services. This also includes any advice from the Local Authorities.

### Application

This safe system of work is a method of working that takes into consideration the potential hazards which Doncaster Balloon Festival employees, contractors, other site workers and members of the public could be exposed to during the installation, operation and de-commissioning of the equipment supplied.

This system of working is based on identification of hazards, associated risks assessed, and all risks reduced to levels as low as reasonably practicable.

### Introduction

This method statement is a comprehensive, step by step description of Doncaster Balloon Festival employees, and contractors intended work and considers:

- Potential hazards and risks which Staff and Contractors, other site workers and members of the public may be exposed to whilst works are being carried out.
  - Risk of damage to Balloon Festival Staff and contractors and the named site, structures, and infra-structures.
  - Difficulties that may be encountered whilst carrying out the work.
  - Specialist equipment and procedures needed.
- How the work is going to be carried out to remove or minimise hazards, risks or difficulties

### Responsibilities

#### General

Activities ascribed to individual job holders in this method statement may without reducing ultimate responsibility, be delegated to a nominated representative.

## Safety Officer & Event Manager in Charge

- Liaising with the contractors to determine job requirements.
- Undertaking a site survey to help to identify potential hazards.
- Preparation of a site-specific method statement and risk assessments for any work to be undertaken.
- Ensuring that the contractors accept the method statement.
- Ensuring that all staff are familiar with the safe system of work as set out in the method statement.

Briefing document to be completed and provided.

### STE & NS-UK

- Responsible for ensuring staff comply to the requirements of the site A request that any site-specific issues are incorporated and advised to staff.
- Ensuring staff comply with risk assessments and method statements.

### Site Operatives

- Working in accordance with the accepted method statement and instructions from the Manager in Charge
- Reporting any unforeseen hazards or dangerous occurrences to the Site Manager in Charge.

### Scope of Works

- Provision of staff commensurate to need to manage spectator safety and security issues.
- Provision of security staff to manage licensed areas.
- Provision of staff for ticket sales

### Site Survey

The project scope, labour force and equipment requirements will be determined during liaison between the organisers.

To ascertain requirements and potential hazards, the survey will consider the following:

- Access/Egress
- The equipment requirements.
- Safety of employees, other site workers and the public.
- Loading, off-loading, equipment preparation and rigging of the equipment for lifting.
- Risk of falling items.
- Securing the equipment once it is in place.

### Labour Force

The following form the core of the site team:

The NS-UK and contractors labour force will be as per the staffing schedule. The labour force will be under direct supervision of the site manager whose contact details can be found on the schedule sheet attached. Any questions or concerns from the ground staff should be directed only to the Site Manager.

### **Equipment Specification**

The following plant and equipment will be used on site:

There will be erection of fencing, set up of fun fair rides, marquees, toilets, pedestrian barriers, arena, electrical equipment – generators, tower lights, fireworks, balloon rides.

### **Training Requirements**

All contractors will supply a labour force competent to undertake the specified work.

Security Staff will be trained and registered with SIA.

### **Access/Egress**

Access and egress to the site will be through the entrance gates located on The Moors through the stable Yard or through Pitchcroft car park.

### **Emergency Procedures and Equipment**

In the event of an emergency all contractors will adhere to the site evacuation procedures. The Site Supervisor will be responsible for accounting for all contractors at the assembly point.

Any personnel unable to get to the assembly point should contact the site supervisor to inform him/her of their location.

The site supervisor is responsible for organising first aid for any employee or contractor injured on site.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations**

All accidents and incidents will be reported to site supervisor and recorded in the accident book.

The Manager will ensure that any incidents, which are legally reportable, are notified to the relevant enforcing authority.

### **Housekeeping**

The team will always practice good housekeeping when working on site. All scrap and waste will be removed from site and access routes will not be unnecessarily impeded. All tools and equipment will be removed from site following completion of the job.