

Risk Assessment

Exhibition & Roadshow Stages / Trailers

Significant Hazard	Groups at Risk	Existing Controls	Further Action Required
Stage Area	Participants	To make sure stage is level & secured before use.	Cover with cable covers or cable tape
Burning fingers on lights in unit	Participants	Keep lights <u>off</u> as much as possible	
Swinging exterior doors	Participants/users	Users to immediately fasten doors to exterior of trailer if open	
Handbrake springs back if not supported	Person setting up / Rigging Team	Ensure the handbrake is supported when taking it on and off. Explained in user instructions	
Power cables are a trip hazard.	Participants/ passers by/users/ person setting up / Rigging Team	Ensure the cables are out of main walkways.	
Stage falling if not supported	Person setting up / Rigging Team	When taking off the legs ensure that the stage is supported. Keep fingers away from moving parts. Explained in user instructions	
Disabled Ramp moving	Person setting up / Rigging Team participants/ users	Ensure all spring bolts are locked in position. Explained in instructions	
Use of the Electric Awning	Person operating ensure only use in fair weather.	If windy the Awning should be retracted.	Wet Floor Signage to be erected.
Water/ Liquid on stage / flooring	Participants	Ensure floors are monitored for liquids and to mop up any liquids	

Method Statement

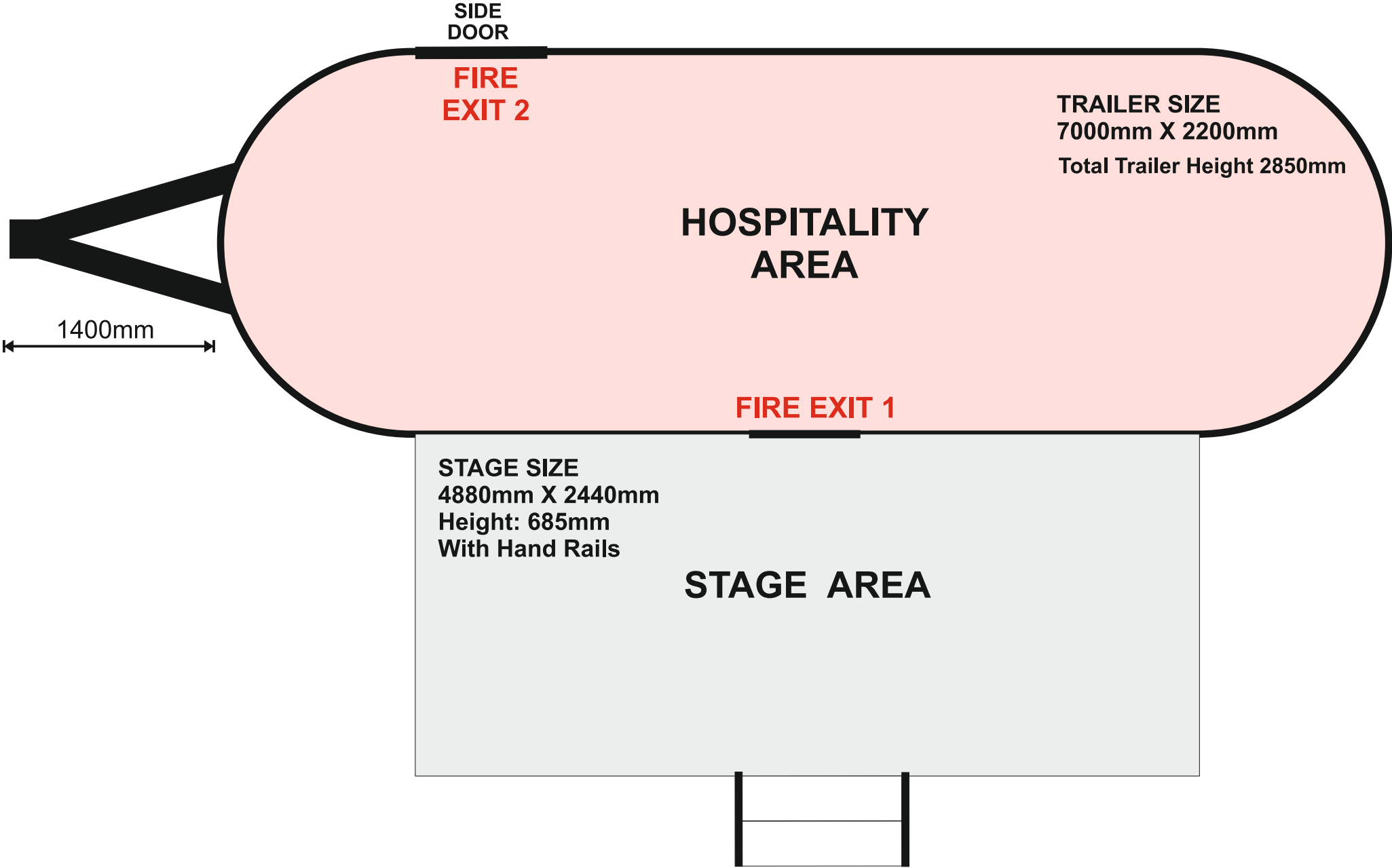
Exhibition & Roadshow Stages / Trailers



1. Inspect area trailer will cover, ensure flat ground and remove any obstacles.
2. Check height area above for any restrictions. i.e. cables trees, lights.
3. Barrier fencing, rope or tape used to cordon off the tow hitch from the public.
- 4..Ensure there are at least two persons from the rigging team, setting up the site.
5. Put on protective gloves, high visibility jackets and work boots
6. Park trailer, secure wood blocks, lock breaks, ensure secured in its position.
7. Ensure all trailer supports are in place, using a spirit level ensure the trailer is level.
8. Remove and secure stage supports, when lifting ensure correct lifting technique as illustrated in the Niche Event Hire Health and Safety Manual.
9. Using equipment provided by Niche Event Hire (items 22 and 24), remove safety locks and lower right hand side stage panel. Ensure you use the correct lowering technique as illustrated in Niche Event Hire Health and Safety Manual. Remove safety locks and lower left hand side stage panel, remove safety locks and lower middle stage panel. Ensure the stage blocks are correctly in place, and using a spirit level ensure the stage is level.
10. Using correct lifting technique place safety hand rails in correct slots, ensure all safety bolts are tightened and ensure hand rails are fully secure.
11. Using correct lifting technique place staircase / disabled ramp in correct slots, ensure all safety bolts are tightened and ensure staircase is secure.
12. Secure banner skirt is put in place, to cordon off the underneath of the trailer from public.
13. When in use of generators, Barrier fence the complete area off from access to the general public. Refills to be carried out to the manufactures recommendations turn the throttle into the stop position fill the tank cautiously using a funnel. Do not over fill. No smoking, naked flames or sparks to be near area. Not to be operated by any untrained person. Make sure the fuel cap is secured firmly on the fuel tank. Any reserve fuel to be stored in a safe secure well-ventilated area and in an approved container. Generators are for outdoor use only in well-ventilated areas. A suitable fire extinguisher to be left on site in an easy accessible position.
14. Safety rules followed by HSE safety regulations to be given to the supervised operator.

Calculations / Dimensions

Exhibition & Roadshow Stages / Trailers



Method Statement

Stage Technical Information

Extending 8ft x 4ft Staging Blocks



Litestructures' stage decking system is manufactured from high tensile aluminium alloy grade 6082T6. The material has a 0.2% proof stress of 225MN/m². The sections are extruded and comply with BSEN755-2.

The decking frame is constructed through the TIG welding process and is carried out in accordance to specifications laid out in BS3019:

part 1: Specification for TIG welding of aluminium by welders certified to BS:EN:287-2: Approval testing of welders for fusion welding –

part 2: aluminium and its alloys.

The deck is made from 19mm standard grade plywood, similar to that used on truck platforms. It has a high resistance to point loads and can carry the loads associated with staging.

A set of calculations are available which show that Litedeck exceeds BS6399: part1: 1996: Code of Practice for Dead and Imposed Loads.

The calculations are performed to comply with BS8118:1991: Structural Use of Aluminium and BS5268: Structural Use of Timber : part 2: Code of Practice for Permissible Stress Design, Materials, Workmanship 1984. The staging system as a whole will erect to comply with the IStructE 'Temporary Demountable Structures - Guidance on Design, Procurement and Use (Second Edition)'.

If you require further information about any Litestructures products, please contact our Sales Team on: +44 (0) 1977 659 800.

Fire Safety Risk Assessment

Exhibition & Roadshow Stages / Trailers

Significant Hazard	Groups at Risk	Existing Controls	Further Action Required
Smoking e.g Cigarettes, matches and lighters	Participants / Users	To make sure nobody smokes in the trailer or on the stage area.	No smoking signs to be used on walls on trailer.
Fire Exits (see page 3 of 5)	Participants / Users	To make sure all fire exits are open & clear for use incase of emergency.	To keep all doors open on door latches "provided"
Electrical / Gas or oil-fired heaters (portable)	Participants / Users	Not to be used.	Call Electrician
Faulty electrical equipment	Participants / Users	Turn off electrical power this can be achieved by rcd trip switches and removing fuel source.	
Light fittings and lighting equipment e.g. halogen lights or display lighting	Participants / Users	Ensure electrical and mechanical equipment is installed, used, maintained and protected in accordance with the manufactures instructions.	
Obstruction of equipment ventilation eg generators	Participants / Users	Ensure electrical and mechanical equipment is installed, used, maintained and protected in accordance with the manufactures instructions.	
Naked flames eg candles	Participants / Users	Not to be used.	Lock doors.
Flares, Fireworks and Pyrotechnics	Participants / Users	Not to be used.	
Deliberate ignition eg arson, vandalism.	Participants / Users	Take precaution to avoid arson.	

Niche Event Hire Fire Certificate

Exhibition & Roadshow Stages / Trailers



1. Trailer Walls - Trailer inner walls are constructed from more than 75% Aluminium parts. The melting point for Aluminium is 660°C and it is not considered to be a fire hazard.
2. Trailer Walls - Trailer outer walls are constructed from more than 75% Aluminium parts. The melting point for Aluminium is 660°C and it is not considered to be a fire hazard.
3. Flooring - Melamine laminate sheets premium quality fire retardant.
4. Stage Flooring - Structural Aluminium chequer plate galvanised sheet flooring are constructed from more than 75% Aluminium parts. The melting point for Aluminium is 660°C and it is not considered to be a fire hazard.
5. The plastic components are manufactured using ABS non-flammable self-extinguishing plastic.
6. Lighting / Electrical - All Power spot lighting and electrical products conform with CE standards. Individual lighting test reports are available on request.
7. Fire Exit Points - "see page 3 of 5" ensure signage is viable and not obstructed.
8. Remove or reduce sources of fuel for potential fires.
9. Ensure display materials and prop's are fire retardant or have been treated to give fire retardancy.
10. Do not stock flammable materials, liquids and gases in trailer.
11. Ensure all upholstered furniture are fire retardant or have been treated to give fire retardancy.
12. Ensure safe practice with respect to refuelling generators
13. Ensure adjacent trailers / temporary structures and potential fire hazards are sited in adequate distance from the trailer.
14. Control the number of public / people in the trailer and stage area.
15. Ensure staff awareness for fire protection measures and are aware of escape exits "see page 3 of 5".
16. All staff should be familiar with the location and basic operating procedures for the fire fighting equipment provided.

Niche Event Hire appointed Mr Jonathan Crane to assist in undertaking any of the preventive and protective measures required by the Fire Safety Order Trailer PS16 equipment for fire fighting, fire detention and warning – include 2x 6kg powder fire extinguishers, smoke alarm, fire blanket. 2 x 6kg Powder Fire Extinguisher is Quality kite mark certified to BS EN3 stored pressure ABC powder and suitable for Class A, Class B and Class C fires. This extinguisher can also be used on electrical equipment. 27A 183B fire rating. Smoke alarm to provide warning of fire.

Niche Event Hire will not be held responsible or liable for any and all damages whatsoever as a result of third party materials / props / equipment used in the trailer.