

## Method Statement

A method statement outlines in detail what you are planning to undertake at the Cwmbran Centre and will be used to brief the internal teams in marketing/security/maintenance etc. Please include as much information as possible.

Type of request:	
Title:	
Date:	
Organisation:	

All staff involved in this activity will comply with all relevant health and safety guidelines (Health and Safety at Work Act 1974) and all other relevant health and safety legislation.

Description of works:	
Equipment:	
Dimensions of Equipment:	
Access:	
Staff Briefing:	<p>All staff will be fully trained in techniques required for the works to be completely safely and on time. All will have received a full briefing prior to the event and will have been presented on the risk assessment and method statement.</p> <p>A copy of the risk assessment and method statement will be carried by the Event Manager/Contact Person on site.</p> <p>All staff will wear appropriate clothing for the event and set up and break down.</p>
Methodology (approximate times and details of what is taking place):	

Power requirements	
PPE requirements	
Registration of vehicle whilst set up and breakdown takes place:	

Supervision and Monitoring:	<p>The Event Manager will ensure that the safety of the staff and visitors is ensured as given by this method statement and associated risk assessment and that they are fully complied with. The Event Manager will directly control all works and liaise with the team to ensure smooth running.</p> <p>The Event Manager will advise the venue of any unforeseen changes or issues regarding the promotion.</p> <p>Any accidents will be immediately reported to the venue security and logged in the accident log book.</p>
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Safety of Third Parties:	<p>All team members will be made aware during briefings of any risks their work may impose on others out with the activity in their vicinity.</p> <p>All works will be undertaken such a way as to minimise these risks as outlines in the risk assessment.</p> <p>The Event Manager will ensure that centre management, security and associated staff are liaised with and cooperated with at all times.</p> <p>The Event Manager will be aware of the terms and conditions of the individual venues and will ensure that all involved in the activity comply with them at all times.</p>
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Please note that an Event Manager needs to be present on the day. Otherwise, an alternative contact is required on the day of your planned activity who agrees to abide by the above conditions.

Event Manager:	
Contact number:	
Alternative contact person on the day:	
Contact number on the day:	