



METHOD STATEMENT FOR LIVE PERFORMANCE

1. Overview

This method statement outlines the procedures for the safe delivery, setup, operation, and breakdown of a live musical performance. It supports the associated Risk Assessment and Public Liability Insurance documentation.

2. Personnel

- Band Leader / Point of Contact: Rob Kemplay
- Number of Performers: 4 / 5

All personnel are briefed on manual handling, electrical safety, and venue safety rules upon arrival.

3. Arrival and Access

- Band arrives at the pre-agreed time and reports to the event coordinator or duty manager.
- Vehicles are parked only in designated areas.
- Load-in is completed via the agreed access route, ensuring fire exits and corridors remain unobstructed.

4. Equipment Handling and Setup

- All equipment is carried using safe manual-handling techniques. Heavy items (e.g., PA speakers, amp racks) are lifted by two people.
- Cables are routed neatly and secured using tape or protective covers to prevent trip hazards.
- Electrical equipment is PAT-tested and inspected visually before connection.

- Equipment is connected to suitable power outlets as directed by the venue. Extension leads are fully uncoiled to prevent overheating.
- A soundcheck is carried out at a controlled volume once the event coordinator confirms it is permitted.

5. During the Performance

- Volume levels are managed to comply with venue requirements and hearing-protection guidelines.
- Only designated band members operate electrical or audio equipment.
- Any issues with power, lighting, or environment are reported immediately to the event coordinator.
- Drinks and liquids are kept away from electrical equipment.

6. Breaks and Interim Periods

- Instruments and equipment left on stage are placed securely to prevent falls or damage.
- Amplifiers and other equipment not in use are placed in standby or powered down where appropriate.

7. Pack-Down Procedure

- The band ceases performance at the agreed time and allows guests to clear the immediate area before pack-down.
- All electrical equipment is powered down and unplugged before disassembly.
- Cables are removed from walkways first to eliminate trip hazards.
- Equipment is moved via the original load-in route, maintaining clear emergency exits at all times.
- The area is left clean and free of debris.

8. Waste and Environmental Considerations

- Packaging, broken strings, gaffa tape, and other waste are collected and disposed of responsibly.
- No smoke, haze, laser, or pyrotechnic effects are used unless explicitly approved by the venue in advance.

9. Emergency Situations

- In the event of fire or other emergencies, the band will follow venue staff instructions and evacuate immediately, leaving equipment behind if required.
- First aid incidents are reported to the event coordinator or on-site medical team.