

## METHOD STATEMENT FOR DRAGON DISCOS

Company/ Organisation	Dragon Discos and Karaoke
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Project/Task	Entertainment at Event
Location	Any Venue
Project/Task number	

RA Number		MS number	
RA Date		MS date	9-7-2025

Project/task description  Provide a brief description of task and its expected duration	To provide musical entertainment for a party in a safe manner
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Known hazards  List hazards identified in the risk assessment and those hazards associated with project/task's proximity to other activities	Cabling, Electronics, Loud audio, Lighting
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Responsible person(s)	Dragon Discos Dj
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<b>Monitoring</b>  How will you monitor the project/tasks health & safety and environmental performance? Are workers aware of the STFC SHE incident reporting process.	All activities will be closely monitored by the DJ in setup, performance and breakdown Before during and after the event
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<b>Operational Sequence</b>  How will the work be structured & organised to be carried out in a safe manner? How controls detailed in the RA will be implemented. What PPE will be required.	Setup will be done by assembling of the both, then the sound system (including the sound check), then the lighting system. All possible trip hazards will be taped to the floor to reduce this risk. All loose wiring will be velco tied to the lighting stands to minimise risks to Clients and/or venue staff. Audio volume will be monitored throughout performance not exceeding half max capacity. Breakdown will be the reverse operation of setup.
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<b>Permits/ Authorisations</b>  Are any special permits required, e.g. hot works, confined spaces, statement of services etc.?	None required
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<b>Labour</b>  List competency & relevant qualifications of labour you are using.	Experienced DJ assembling operating and disassembling of equipment
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<b>Plant/ Equipment</b>  Detail the equipment to be used explaining safe working practices, statutory checks and relevant	DJ booth, 2 speakers set. 1x500w, 1 x 600w., Laptop, multiple lighting systems. Some on booth, some on stands. All PAT tested. 1 x 24" monitor for visuals display. Radio mics.
operator training qualifications.	None required

<b>Materials</b>  Identify materials to be used and potential safety issues such as manual handling & storage and disposal.	1 x metal DJ booth 4f x 1 ft. 1 x DJ cover. Metal structure with Lycra covers to cover electronics of DJ equipment
<b>Deliveries</b>  Identify routes and drop locations	All equipment will be manually handled by the DJ to and from the vehicle.
<b>Emergency arrangements</b>  Identify first aid and fire or other emergency procedures, first aiders and location of first aid and fire equipment.	<p>DJ is First Aid Qualified – Certificate can be supplied if needed.</p> <p>In case of emergency all electric and electronics can be killed from 1 power point</p> <p>In case of fire. DJ will kill power to equipment prior to following required evacuation procedures.</p> <p>Venue staff have ultimate say in any actions, including ending event early if needed. DJ will work with venue staff to ensure licensing laws are in application (DJ also holds personal licence) and to ensure that music is ended at correct time.</p>
<b>Environmental issues</b>  Detail controls of harmful emissions to air, water & land.	
<b>Date</b>	9-7-2025
<b>Position</b>	DJ/Owner