



CORPORATE AMUSEMENT SERVICES

Unit 10, Newbury Trade Park, Hambridge Road, Newbury, Berkshire RG14 5PF UK

Telephone: 01635 529952 Facsimile: 01635 529953 Email: sales@amusements.co.uk

Method Statement: Installation of Arcade Games

RESPONSIBLE PERSON FOR HEALTH & SAFETY		<i>Dave Field</i>	
CLIENT:		LOCATION:	
START DATE:		FINISH DATE:	
PERSONNEL INVOLVED	NAME	ROLE/TRADE	QUALIFICATIONS
		Installer	Health & Safety in the Workplace, Manual Handling, Fire Safety, Emergency First Aid at Work, Principles of Risk Assessment
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PLANT AND TOOLS REQUIRED (Select from list opposite)		Lifting Equipment - Sack Trolley, dollies, piano trolley, lifting arm Ramps Tool Box with hand tools Cones Wooden Blocks Arcade Game(s)	
SUMMARY OF HAZARDS		Manual handling, slips, trips & falls, use of work equipment, driving – see risk assessment for further details.	



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DESCRIPTION OF WORKS

1. Prior to arrival on site, ensure the client's site manager has authorised access to the site and the work area.
2. Park in designated unloading area as close to entrance as possible.
3. On arrival on site, walk the route to ensure there are no hazards and that all facilities have been provided as arranged. Clear any obstacles.
4. Put on PPE.
5. Put out cones around tail lift of vehicle and lower games to ground.
6. Installation team to unload materials. If necessary use a two man operation to minimise handling hazards.
7. Most games are moved to point of use on castors. Trollies are provided. Ramps are used on short flights of steps. Avoid a route that may bring you into contact with the client's staff or members of the public as far as is possible and ensure gangways are clear before bringing games through to work area.
8. Leave all designated gangways and passageways free from obstructions.
9. Put games into position and bolt parts together.
10. Ensure there is power to games.
11. Ensure all games are operating correctly.
12. Secure loose cabling with mats or duct tape.
13. Remove all scrap, waste materials and packaging and dispose of appropriately.
14. Provide client with instructions for use of each machine and game.
15. At end of hire period; ensure there are no public in close vicinity when dismantling games.
16. Unplug all power and unbolt parts.
17. Use castors and ramps to move games to vehicle.
18. Load vehicle in a safe manner as for unloading.
19. Check area to ensure all equipment has been removed.

WELFARE/FIRST AID - Prior to work commencing CAS will liaise with Client's local management for use of toilets and wash facilities. Food will be provided by the installation teams themselves.

PPE - All installers to wear safety footwear and high visibility vests or jackets at all times.



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Gloves to be worn when moving games. Hard hats are kept on vehicles.
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First Aiders	All staff have been trained in Emergency First Aid at Work. First Aid kits are carried on company vehicles.
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Date:	Review made by: Janice ABC Safety LTD
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Review Date: 20 Nov 2017	
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Briefing Delivered By:	
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Date:	
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<i>Installers to sign below to acknowledge they have read and understood the method statement and will comply with the specified requirements and control measures. If the work activity changes, they will seek further advice and ask for a revised method statement.</i>

Name	Signature	Date