

Method Statement for Trailer Mounted Fair Organ

Setting Up Procedures

Ensure all steps pay close attention to pedestrians, vehicles and structures.

1. Arrive in time to assess site for organ.
2. Drive tow vehicle to organ site ensuring the vehicle is driven at an appropriate speed for the venue and hazard lights are on while moving.
3. Carefully manoeuvre trailer into position. The trailer is heavy and usually requires positioning on the tow vehicle, although it can occasionally be moved short distances by hand. Activate hand brake. Use wheel chocks if required. Lower trailer corner steadies if required.
4. Ensure organ is positioned where it will not cause acoustic issues with other entertainers, stalls, shops, etc. The volume is fixed and can not be reduced. A warning message will be displayed on the front of the organ stating the approximate interval between music pieces and that the organ is loud when playing.
5. Place guard next to the A-frame of the trailer to ensure pedestrians avoid contact with tow assembly.
6. If the tow vehicle has to be located away from the trailer, unhitch from the trailer and ensure the vehicle is driven at an appropriate speed for the venue and ensure hazard lights are on where required.
7. Open the organ trailer and remove support poles and panels from inside the trailer. Attach poles and panels to organ front.
8. Electric: Generator; Place generator at rear of trailer and secure to trailer with a chain and lock. Ensure generator warning label is attached stating the generator has hot components and connect electric cable to generator. Ensure cable is safely positioned under the trailer. Generator will be fuelled ready before arriving on site and will not require refuelling during the time on site.
9. Electric: Mains hook-up; If power has been provided by the client, ensure electric cables are positioned safely away from pedestrians, vehicles and any moving structures. Switch on once connected.
10. When playing, periodically check for hazards around the trailer, ensure panels and cables are safely secured.

Pulling Down Procedures

Ensure all steps pay close attention to pedestrians, vehicles and structures.

1. When finished, carefully remove panels and support poles and return them to the inside of the trailer and close the organ front.
2. Unplug electric cable and carefully retrieve from hook-up point (generator or mains hook-up). Return cable and generator (if used) to inside of trailer. If hook-up was provided by the client, ensure any cables provided are safely stored.
3. If vehicle has been relocated, ensure the trailer A-frame guard remains in place while retrieving vehicle and drive tow vehicle to organ site ensuring the vehicle is driven at an appropriate speed for the venue and hazard lights are on while moving.
4. Carefully position vehicle and hitch trailer to vehicle.
5. Drive tow vehicle and trailer from organ site ensuring the vehicle is driven at an appropriate speed for the venue and hazard lights are on while moving.

Company:

Name:

Signed:

Date:

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