

Method Statement for the installation of audio visual equipment for "Floe" - a projected artwork by Heinrich and Palmer onto "The Deep" for Hull 2017 City of Culture

Contractor:

QED Productions Ltd

Client:

Heinrich and Palmer

Site address:

The Deep

C4Di

The Bridge Control Tower

On-site Dates:

6th to 12th December 2017

Installation Dates:

6th and 7th December 2017

Show Dates:

8th to 10th December 2017

QED Manager:

Paul Wigfield

Tel: 07831 879153

Email: paul@qed-productions.com

Attendances:

Prior to any work taking place on site Heinrich and Palmer shall:

- Obtain all necessary permissions for QED to carry out the work
- Provide unhindered access to all relevant areas of the sites to allow QED staff to carry out their duties
- Ensure that there is vehicular access to the sites
- Provide all QED staff with keys to C4Di and the Control Bridge
- Provide 24 hour security for all areas where QED is installing equipment
- Liaise with QED to enable all parties to work in a safe and effective manner
- Ensure that QED has 24 hour access to all locations
- Ensure that no members of the public have access to the areas in which QED will be working
- Ensure that security is in place on the walkway outside The Deep prior to commencement of QED's activities

Work Activity:

Pre-start checks:

The pre-start checks must cover the following areas:

Manual lifting requirements; structural stability; site conditions; proximity hazards and welfare facilities.

Description of the work:

QED Productions Ltd will provide technical equipment and projection mapping services for projecting onto The Deep. This will include the provision of video projectors, sound, signal transmission/distribution equipment, power distribution, set-up, de-rig and operational personnel.

Sequence of work and method of rig/de-rig:

- QED will ensure all staff are provided with the appropriate PPE for their roles
- **07.00 6th December** - All equipment to be unloaded into C4Di using the loading area on the junction of Queen Street and Wellington Street. There is likely to be temporary blocking of the entrance to the end of Queen Street by the 40ft delivery truck.
- Equipment to be loaded into C4Di via front entrance
- Projectors to be removed from flightcases and wheeled into C4Di on wheeled dollies
- **09.00-12.00** Rigging of projection platforms and projectors at C4Di
- Power distribution unit to be located at the end of the corridor - QED to distribute power to the C4Di meeting room and balcony for projectors and control
- When the power supply is checked, confirmed as safe and adequate the projection equipment can be connected and powered up.
- All equipment will be placed to minimise or avoid trip hazards as outlined in the Risk Assessment. Any item considered to produce a residual hazard will be clearly delineated with high-visibility hazard tape.
- **13.00** - delivery of 50KVa generator to the Deep by Elecplant
- **13.30-17.00** - installation of projector into Bridge Control Room and Sound System on the southern walkway of the Deep
- **17.00** Projector line up to commence
- **18.00** - Deadline for delivery of content to QED
- **04.00 7th December** - projector line up ends.
- **16.00-17.00 7th December** - final line ups, system checks, technical run-through
- **8th – 10th December** - projections to take place between 18.00 and 22.00
- Throughout the installation and event dates all equipment will remain powered on, but set to a minimum power setting in order to minimise power consumption and to preserve projector life
- **10th December 22.00** - De-rig to commence at C4Di ready for get out in the morning.
- **11th December 08.00** - Load out from C4Di, and it is anticipated that it will take approximately 4 hours.
- **10.00** - Load out of Sound Equipment from the Deep and projector from Bridge Control Room.

Technical Set-up

The technical set up will consist of 16 Panasonic laser projectors that will project from C4Di and the Bridge Control Room. The projectors will be manually lifted into position by two to four persons (dependent upon lifting height)

QED will provide the power distribution required for the projection equipment from a 125amp 3 phase power supply provided by Watergate Developments and generator supplied by Elecplant at the Deep. All electrical distribution will be carried out by competent persons using best practices, and with reference to current IEE regulations where appropriate. All supplies shall be protected with a combination of MCBs, RCDs and RCBOs to minimize the risk of electric shock, as described in the Risk Assessment.

Personnel:

The QED Manager is:

Dave Voyce, Production Manager

Key QED on-site personnel:

Dan Gray, Head of Digital Media

Harry Ricardo, Senior AV Technician

Mike Snarr, Projection Technician

Mark Hornsby, Audio Engineer

Paul Wigfield, QED Director

Health & Safety and Control Measures:

Personal Protective Equipment:

All QED Staff will wear steel toe-capped boots and high-visibility vests. Harnesses and hard hats to be worn if QED activities require them and/or are required by the venue or site manager.

Site Rules:

All QED staff will be informed of the site rules and will be expected to comply with them.

Access to the work area:

The provision of safe means of access to the work area is the responsibility of Artichoke.

Specific site hazards:

Specific site hazards have been identified in the QED site Risk Assessment for this event. Control measures to mitigate these hazards have been identified and should be complied with by all QED Staff. All QED staff will familiarise themselves with the site Risk Assessment and comply with all control measures implemented.

Amendments and Additional Information:

Amendments to the method statement:

Should any part of this method statement require amendment or alteration, this must be notified for agreement by all relevant parties prior to it being enforced.

Communicate Method Statement:

Communicate to all relevant parties via email and ensure it is understood by all personnel.

This method statement was prepared by: Paul Wigfield 8/11/2017