

FiddlersWreck Ceilidh Band

Standard Operating Procedures / Method Statements

Manual Handling

- Best practise should be employed at all times.
- Heavier equipment should only be carried by competent persons
- Equipment should be carried the minimum distance possible
- Trolleys and similar should be used where practicable

Speaker Placement

- Speakers should be set up in front of the “stage” area
- Stands should be set up clear of the dance floor and marked with hazard tape where appropriate
- Tripod stands should be set with the legs suitable wide to support the speaker
- Speakers should not be mounted higher than necessary

“Stage” Area Setup

- PA system to be set up and mics connected before turning power on
- Master volume and channel volumes should be turned down before power on
- Suitable level to be found for master volume
- All instruments to be sound checked to avoid feedback
- Cables should be run the shortest distance possible and behind or under the bands seats.
- Cables outside the immediate “stage” area should be routed to be out of the way or secured as appropriate (Gaffer Tape). This mainly applies to speaker and mains cable.
- Other cables that are more exposed should also be secured as appropriate (e.g. callers mic and monitor cables)
- Cables should not be routed across doors, corridors or emergency routes where possible. Where this can not be avoided the cables should be secured.

Electrical Safety

- All electrical equipment to be tested for electrical safety by a competent person on a regular basis (currently yearly)
- All electrical equipment to be visually checked on each use. This includes checking that fuses are present and that casings, cables and connectors are not damaged.