

## **PC Events Ltd - Method Statement for Setting up Mobile Unit.**

The Unit will be towed to site, usually by a 4X4 vehicle.

Once on site the client will advise where they want the mobile unit to be set up. This must be a level firm surface.

If the area is busy with people or reversing is necessary someone must guide the reversing vehicle to its position and ensure that all people in the area are moved out of the way/made aware of moving vehicle.

Position the unit where it is required.

Unhook the unit from the towing vehicle.

Drop all jack legs to the ground.

Commence jacking on one side of the unit and put the pin into leg to hold it. Then repeat this process on the other legs until unit is completely stable.

Make a final inspection of the unit:

Go inside to ensure no damage to the unit has occurred in transit,

Check it is level and stable,

Check all the items provided with the unit are ready for use,

Put down any mats or carpets and ensure they do not cause any trip hazards.