

METHOD STATEMENT

Mobile Bar Service – Simply Prosecco

1. Company Details

Business Name: Simply Prosecco (Fizzy Ape Ltd.)

Contact Person: Stephen Hogg

Phone: 07771 852332

Email: admin@simplyprosecco.co.uk

Website: www.simplyprosecco.co.uk

Date of Statement: 25/03/2025

Event: F1 British Grand Prix

Location: Silverstone Circuit

Prepared by: Stephen Hogg, Owner

2. Scope of Works

This method statement outlines the safe delivery, setup, operation, and pack down of the Simply Prosecco mobile bar. Simply Prosecco operates from Piaggio Ape vans, offering chilled Prosecco, Spritz cocktails, Italian lagers, cider, and soft drinks via up to four draught lines.

We provide a stylish and efficient mobile bar experience, with a focus on professionalism, hygiene, and environmental care.

3. Responsibilities

- **Site Supervisor:** Stephen Hogg
 - **Bar Staff Supervisor:** Stephen Hogg
 - **Health & Safety Compliance:** Shared responsibility between Simply Prosecco and Event H&S Officer
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4. Method of Work

A. Arrival & Setup

1. Travel to site in van and trailer with Piaggio Ape inside.
2. Unload Ape bar using ramps and manual handling procedures.
3. Move unit into position using push/pull team method.
4. Connect power (16amp supply) to refrigeration system and cooler.
5. If required, erect gazebo with weights for stability.
6. Conduct equipment and safety checks (gas, power, flow).

7. Bar cleaned and stock loaded; signage displayed.

B. Operation During Event

1. Uniformed staff are briefed and ready 15 mins before service.
2. All drinks are served in biodegradable or recyclable cups.
3. Alcohol served in line with Challenge 25 and licensing laws.
4. Staff are trained to refuse service to intoxicated or underage individuals.
5. Staff maintain a clean and tidy serving area.
6. Regular wiping down of surfaces and disposal of waste.
7. All CO₂ and pressure lines checked regularly during use.

C. Pack Down

1. Service stops at agreed time.
2. Power is safely disconnected.
3. Remaining stock removed and equipment cleaned.
4. Piaggio Ape is returned to trailer and secured.
5. Gazebo dismantled (if used) and waste removed from site.
6. Final site inspection before departure.

5. Equipment Used

- Piaggio Ape mobile bar
- Under-counter cooler with draught system
- 16amp power connection
- CO₂ cylinder (food grade)
- Biodegradable & reusable cups/flutes
- Branded signage and bar décor
- Gazebo (if needed)
- PPE (gloves, high-vis, etc.)

6. Risk Assessment Summary

Risk	Control Measures
Manual handling	Use team lifting; trained staff; trolleys/ramps

Risk	Control Measures
Electrical hazards	PAT tested equipment; weatherproof sockets; power checks
Slips, trips & falls	Cables taped down; tidy work area; spill management in place
Gas (CO ₂) handling	Secure cylinder; checked fittings; use in well-ventilated space
Alcohol-related incidents	Challenge 25; trained staff; refusal policy
Fire	No smoking near bar; fire extinguisher available

7. PPE Requirements

- High-visibility vest (during setup and breakdown)
 - Gloves (when handling drinkware and CO₂)
 - Closed-toe, slip-resistant footwear
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8. Emergency Procedures

- First aid provided by event team – location noted on arrival.
 - In the event of fire: shut down power, evacuate bar, notify event control.
 - In case of injury: stop work, provide aid, log in accident book.
 - Muster point as per event safety plan.
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9. Environmental Considerations

- We use biodegradable, recyclable, or reusable cups where possible.
 - All waste sorted into recycling and general bins.
 - Travel is planned efficiently to reduce emissions.
 - No single-use plastic straws or stirrers used.
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10. Declaration

All staff involved in this job have read, understood, and agreed to follow this method statement. This ensures a safe and efficient operation for everyone involved.

Signed:

Stephen Hogg
 Owner, Simply Prosecco
 07771 852332
 [Insert signature & date]

