

METHOD STATEMENT

EXHIBITING COMPANY NAME	
STAND NO	
ASSESSED BY	
SIGNATURE	
DATE UNDERTAKEN	
ITEM	RESPONSE
Responsible Person(s):	(The employee who will be responsible for the construction and breakdown of your stand)
Details of the Stand:	(The loadings, dimensions, location, unusual stand features)
Access:	(Details of the entry point into the halls and the route to the final position, no. of vehicles)
Erection:	(The sequence, schedule AND method in which all the stand elements will be built and dismantled, including alignment, electrical connections etc)
Stability:	(Methods of ensuring adequate structural support of all stand elements especially those that require calculations and inspection certificates from an independent structural engineer, cross bracing details)
Lifting:	(Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check the operative's current license or Certificate of Competence; check machine's inspection certificate or maintenance record)
Working at Height	(Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out)
COSHH:	(Any proposed use of hazardous and toxic substances must be advised to the Organisers and Venue. Outline the protection provided for employees and workers on adjacent stands)
Environment:	(Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided?)
Services:	(Note where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought onto site)
Safety features:	(Identify the safety equipment and precautions that you will be providing on-site, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted by your Risk Assessment)
Exhibits:	(Provide the Organisers with any/all details on exhibits which may present a risk to the public and/or the operator. How will this exhibit be delivered onto your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced?)