



**METHOD STATEMENT GUIDE**

**Please note, this is a sample form for guidance only.  
Exhibitors / contractors must submit their own version using the blank template provided or in their own format.**

**Event:** \_\_\_\_\_ **Venue:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Stand Number:** \_\_\_\_\_

**Completed By:** \_\_\_\_\_ **Date of Completion:** \_\_\_\_\_

<p><b>Responsible Person and Onsite Contact Number:</b> (The employee who will be responsible for the construction and breakdown of you stand)</p>	<p>E.g. 'Mr.....' is in charge onsite, and can be contacted on (mobile) in an emergency out of hours.</p>
<p><b>Stand Details &amp; Location:</b> (The loadings, dimensions, location, unusual stand features)</p>	<p>E.g. To be erected in Hall.....on stand.....surface total.....open sides etc.</p>
<p><b>Access:</b> (Details of the arrival date and entry point into the halls and the route to the final position. Estimated number of vehicles onsite)</p>	<p>e.g. Will arrive on Monday 1<sup>st</sup>. There will be no abnormal deliveries – the estimated number of vehicles onsite will be three.</p>
<p><b>Erection and Timetable of build:</b> (The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc.)</p>	<p>E.g. We will erect the stand in two teams – one team for the platform and one team for the back wall, partition walls, displays etc. (forklift trucks see lifting); The estimated number of hours to erect the stand is 36 which will fit in with the Organisers timetable; there will be no late working for this exhibition; the number of personnel needed (within the time allowed) to safely complete the stand is eight.</p>

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<p><b>Stability:</b> (Methods of ensuring adequate structural support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer. Steps of Erection of stand build)</p>	<p>E.g. Stability will be ensured at all times. Steps of Erection: first metal frame assembled on floor, truck lifted into the vertical, held by temporary props. Second frame will be likewise truck lifted to vertical and connected to first frame using beams. Props will then be removed as this rectangular structure can stand for itself. It will be positioned and aligned as appropriate. Any pillars and beams will then be connected to the basic structure/platform one after the other (in sequence) until completed. Wooden beams will be inserted into the steel beams to provide support.</p>
<p><b>Lifting:</b> (Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check the operative's current licence or Certificate of Competence; check machine's inspection certificate or maintenance record)</p>	<p>E.g. Forklift truck required for erection – 2 tonnes lifting capacity to be sourced by the appointed lifting company and provided locally.</p>
<p><b>Working from Height:</b> (Include details of what work from height will be carried out and what equipment is being used i.e. scaffold towers, ladders etc.)</p>	<p>E.g. Working from height will be necessary for the construction of the stand. A 3m mobile scaffold tower will be sourced locally, with all safeguards properly employed onsite. Operatives will be trained and experienced in scaffold systems.</p>
<p><b>COSHH:</b> (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)</p>	<p>E.g. There will be a small stock of alcohol based hand sanitiser stored on the stand available for staff and visitors to clean their hands. This will be stored in a cool place, in tightly sealed containers.</p>
<p><b>Environment:</b> (Consider any abnormal noise that may be present, or work that may create dust or fumes. What ventilation and other control measures will be provided?)</p>	<p>E.g. No abnormal noise, dust or fumes will be present. Current hall ventilation is adequate.</p>
<p><b>Services:</b> (Note where electrical work will be carried out, welding, gases, compresses air, water or waste services will be brought onto site)</p>	<p>E.g. Electrical work will be carried out by the appointed Contractors. There will be no welding, gases, compressed air, water or waste;</p>

<p><b>Safety Features:</b></p>	<p>E.g. Hard hats will be supplied to all staff in the vicinity of overhead work;</p>
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<p>(Identify the safety equipment and precautions that you will be providing onsite, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted by your Risk Assessment)</p>	<p>a banksman will be employed when reversing our vehicles.</p>
<p><b>Exhibits:</b>  (Provide the Organisers with any/all details on exhibits that 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?)</p>	<p>E.g. The machine will be roped off and strong transparent guards used as detailed in our Risk Assessment. It will be delivered onto the stand by the appointed lifting company. The waste will be collected after the show shuts each day and removed safely by ..... Ltd. Access for this company will be arranged with the Organisers prior to the show by .....</p>