## Form

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**METHOD STATEMENT**

**Return Form to:** **Melissa Conroy**

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**Deadline: Friday 4th September 2020**

**Method Statement (Mandatory for Space Only)**

|  |  |  |
| --- | --- | --- |
| **Contact Name:** | **Stand No:** |  |
| **Company (as on contract):** | | |
| **Email address:** | **Mobile Number:** | |
| **Signed:** | **Date:** | |

**DETAILS OF CONSTRUCTION**

|  |  |
| --- | --- |
| **Responsible person** |  |
| **Stand Details & Locations** |  |
| **Access** |  |
| **Erection & Timetable** |  |
| **Stability** |  |
| **Lifting** |  |
| **Scaffolding** |  |
| **COSHH** |  |
| **Environment** |  |
| **Services** |  |
| **Safety Features** |  |
| **Exhibits** |  |

**GUIDELINES**

**DETAILS OF CONSTRUCTION**

|  |  |
| --- | --- |
| **Responsible person** | The employee who will be responsible for the construction and breakdown of your stand. |
| **Stand Details & Locations** | The loadings, dimensions, location, unusual stand features. |
| **Access** | Details of entry point into the halls and the route to the final position. |
| **Erection & Timetable** | The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc. |
| **Stability** | Method of ensuring adequate support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer. |
| **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 machines inspection certificate or maintenance record. |
| **Scaffolding** | Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out. |
| [Control of Substances Hazardous to Health](https://www.google.com.sg/url?sa=t&rct=j&q=&esrc=s&source=web&cd=5&ved=0CDYQFjAEahUKEwiys5fmmdzGAhUMco4KHRL3AlI&url=http%3A%2F%2Fwww.hse.gov.uk%2Fcoshh%2F&ei=b9SlVfK_LIzkuQSS7ouQBQ&usg=AFQjCNEMTTaRJhWdCLD5AUqe_OAJyhMg-A&bvm=bv.97949915,d.c2E) **(COSHH)** | Any proposed use of hazardous and toxic substances must be advised to the organizer 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 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 the above, and areas of risk as highlighted by your Risk Assessment. |
| **Exhibits** | Provide the organizer with any/all details which may present a risk to the public and/or the operator. How will this exhibit be delivered on to your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced? |