

METHOD STATEMENT

ALL SPACE ONLY EXHIBITORS MUST COMPLETE THIS FORM.
THIS FORM **DOES NOT** NEED TO BE COMPLETED BY SHELL SCHEME EXHIBITORS

CONTRACTOR CONTACT NAME:	EXHIBITING NAME:	STAND NUMBER:
COMPANY NAME:	TODAY'S DATE & SIGNATURE: ____ / ____ / ____	

If you are building your own stand, please complete this as the Contractor.

DETAILS OF STAND CONSTRUCTION:	PLEASE PROVIDE YOUR RESPONSE TO <u>EVERY</u> QUESTION BELOW:
RESPONSIBLE PERSON: Details of the person responsible for Health & Safety during build up and breakdown onsite. (Name, mobile, email)	
STAND DETAILS: Dimensions and location of your stand. Include a description of any unusual features of your stand.	
ACCESS: What are the details of the entry point into the halls and the route you will take to arrive at your stand?	
TIMETABLE: What is the step-by-step sequence and schedule in which all of the stand elements will be built and completed.	
STABILITY: How do you ensure adequate support of elements that require cross bracing. For constructions deemed complex, structural calculations must be submitted with your plan drawings.	
LIFTING: Weight to be lifted, height it will be lifted to, equipment to be used (crane, fork lift, Hiab etc.) Describe manual handling techniques.	

<p>RIGGING : Are you ordering any suspension points? For rigged elements deemed complex, structural calculations must be submitted with your plan drawings.</p>	
<p>WORKING AT HEIGHT: Please include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out and tools to be used.</p>	
<p>COSHH: Will you be using any hazardous and/or toxic substances? If so, please list them and confirm what measures you are taking to protect workers? During Show Open days, please declare use of special lighting/haze equipment.</p>	
<p>ENVIRONMENT: Describe any abnormal noise or work that may create dust or fumes and the ventilation and other control measures in place?</p>	
<p>SERVICES: Describe services being ordered from official contractors.</p>	
<p>SAFETY FEATURES, incl. PPE: Describe equipment and precautions will you provide onsite, i.e. barriers, screens, warning signs, fire extinguishers, hard hats, dust masks, gloves, ear plugs etc.</p>	
<p>EXHIBITS: Please describe any special activities or machinery demonstrations that may present a risk to the public?</p>	