

METHOD STATEMENT GUIDELINES

A Method Statement deals with the scheduling, logistics and management of your space-only stand construction and dismantle, especially if it is a complex structure. The preparation of a method statement is an important step in the planning of a safe system of work.

- It is vital that all Exhibitors and/or their Contractor undertakes a suitable Method Statement for the construction and dismantling of the stand and submits it at the same time as the stand design.
- Please note that the requirement to produce a Risk Assessment will assist you when preparing the Method Statement.
- A Method Statement form is not usually required from Shell Scheme Exhibitors or those exhibitors who appoint a stand builder unless they are carrying out any form of construction themselves.

As a guide, the Method Statement should include the following:

Submitted by Managing Director/Senior Manager (BLOCK CAPITALS)		GUIDANCE NOTES ONLY – DO NOT FILL IN!
Signed: (BY MANAGING DIRECTOR/SENIOR MANAGER)		GUIDANCE NOTES ONLY – DO NOT FILL IN!
Exhibitor: (BLOCK CAPITALS)		GUIDANCE NOTES ONLY – DO NOT FILL IN!
Date		Exhibition / Stand no
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)	
Construction/Dismantle:	(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)	
Scaffolding:	(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?)	
Other relevant details:		