**Please return to:**Kayleigh Williams

Montgomery Group Asia

E: [kayleigh.williams@montgomerygroup.com](mailto:kayleigh.williams@montgomerygroup.com)

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| A picture containing text  Description automatically generated  Deadline: **Friday 29 April 2022 METHOD STATEMENT** | | |
| |  |  | | --- | --- | | *This is 1 of 5 of the* ***Construction Phrase Plan*** *to be submitted to Kayleigh Williams, the other elements are:* | | | 1. *Full Risk Assessment* | 1. *Stand Plans* | | 1. *Health & Safety Declaration Form* | 1. *Welfare Arrangements Form* | | | |
| **To be completed by the company building the stand.** | | |
|  | | |
| **1** | **SITE PERSONNEL** | |
| **Manager / Supervisor:** | | |
| **Mobile Telephone Number:** | | |
| **Experience / Qualifications:** *e.g. previous shows covered, how long has this person been a Supervisor?* | | |
| **Number of staff onsite:**  *(Include any sub-contracting firm, number of staff during build-up and breakdown periods)* | | |
| **Health & Safety Onsite:**  *Who is responsible? Give name, position and mobile telephone number. Will there by any First Aiders amongst you? (please name them)* | | |
| **2** | **STAND BUILD PROCEDURE** | |
| *Give a brief outline of the stand, including dimensions, location, any unusual stand features, timetable and schedule of construction. List products and any unusual exhibits* | | |
| **3** | **STAND DEMOLITION PROCEDURE** | |
| *Outline how the stand will be dismantled and include timetable of demolition* | | |
| **4** | **MATERIALS & EQUIPMENT** | |
| Please indicate what materials & equipment will be used (e.g. scaffolding, genie lift, stacks, welding, chemicals etc.) | | |
| **PLEASE ENSURE YOU RETURN THIS FORM WITH YOUR RISK ASSESSMENT, STAND PLANS, HEALTH & SAFETY DECLARATION FORM AND WELFARE ARRANGEMENT FORM** | | |

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| **YOUR DETALS** | **Stand Number:** |
| **Client (Exhibitor)** | |
| Company Name: | |
| Contact: | |
| Position: | |
| Address:       Post Code: | |
| Email:       Tel Number:       Date: Select Date | |
| **By ticking this box, you confirm that this Method Statement is an accurate and detailed sequence of activity that will be followed onsite to safely build the stand/s.** | |