**Please return to:**Kayleigh Williams

Montgomery Group Asia

E: kayleigh.williams@montgomerygroup.com

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| A picture containing text  Description automatically generatedDeadline: **Friday 29 April 2022 METHOD STATEMENT** |
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| *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*
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| 1. *Health & Safety Declaration Form*
 | 1. *Welfare Arrangements Form*
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| **To be completed by the company building the stand.** |
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| **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.**  |