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# METHOD STATEMENT

**Keep a copy for your files**

(If you have your own Method Statement this can be submitted instead)

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| **1. SITE PERSONNEL** | |
| Manager/ Supervisor | Manager/ Supervisor |
| Mobile Telephone Number | Mobile telephone number |
| Experience/ Qualifications | E.g. previous shows/ how long has this person held this position? |
| No of Staff onsite | Number of staff onsite |
| Health & Safety | Who is responsible? Give name, position and mobile number |
| Will there be any first aiders amongst you? | Please provide name/s |

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| **2. HEALTH & SAFETY INFORMATION** | **Please tick to agree** |
| We agree that all employees and self-employed labour will comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant health and safety legislation; our own safety policy, risk assessments and method statement, together with any specific site rules and, where applicable, the requirements of the Organisers safety policy and health and safety plan as laid out in the Exhibitors Manual. |  |

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| **3. METHOD OF WORK/ SEQUENCE OF WORK** | **DETAILS** |
| Build-up dates and hours onsite |  |
| Open period dates and hours onsite |  |
| Breakdown dates and hours onsite |  |
| Please provide a sequence of build advising what work is being undertaken and how it being done |  |
| **PPE onsite:** Please provide list of equipment provided onsite (Hi-Vis Jackets mandatory) |  |
| **Transportation details:** Please provide details of vehicles and any lifting equipment (trollies, fork lifts etc.) |  |
| **Flooring details:**  What flooring are you intending and how are you fixing it onsite i.e. platform, stage? Height details required |  |
| **Walls:** What height are you building to and are the walls load bearing? |  |
| **Free standing Items:** Are you building free standing totems/items – how are they stabilized? |  |
| **Roof Details:** Are you planning a solid or muslin ceiling? Structural calculations may be required |  |
| **Truss:** Is this load bearing? Calculations may be required, is there any cladding to truss? |  |
| **Artificial plants:** Are you using artificial plants. Please provide details (onsite burn tests will be made. If you fail the test you will be asked to remove immediately). |  |
| **Stand Dressing:** Please provide details on how you are dressing the reverse of your back wall over 2.4m in height. |  |
| **Doors on stand:** Please confirm vision panels will be provided to all store room and hospitality rooms. |  |
| Any unusual exhibits or items brought to site |  |

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| **4. MATERIALS/ EQUIPMENT** |
| Please indicate what materials/ equipment will be used (e.g. scaffolding, genie lift, stacks, welding etc.) |

## Please note: subject to information and drawings submitted, a venue appointed structural engineer may need to be employed to check your stand. Further information on costs will be forwarded upon receipt of drawings.

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| **FORM COMPLETED BY** | |
| Name |  |
| Company |  |
| Position |  |
| Contact Number |  |
| Email address |  |
| 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** | |