

**PLEASE RETURN TO:**

Johanna Shirley

**Scot-Baker**

T: +44 (0) 208 946 1536

E: [Johanna@scot-baker.com](mailto:Johanna@scot-baker.com)

Keep a copy for your files

**DEADLINE: FRIDAY 8<sup>th</sup> MARCH 2024**

This is 1 of 5 of the Construction Phase Plan to be submitted to Johanna, the other elements are:

- |                    |                              |
|--------------------|------------------------------|
| 1) Risk Assessment | 3) H & S Declaration         |
| 2) Stand Plans     | 4) Welfare Arrangements Form |

**METHOD STATEMENT**

**TO BE COMPLETED BY ALL CONTRACTORS/  
SUB-CONTRACTORS/ SELF-BUILD EXHIBITORS**

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

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

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.	<input type="checkbox"/>

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	
<b>PPE onsite:</b> Please provide list of equipment provided onsite (Hi-Vis Jackets mandatory)	

<b>Transportation details:</b> Please provide details of vehicles and any lifting equipment (trolleys, fork lifts etc.)	
<b>Flooring details:</b> What flooring are you intending and how are you fixing it onsite i.e. platform, stage? Height details required	
<b>Walls:</b> What height are you building to and are the walls load bearing?	
<b>Free standing Items:</b> Are you building free standing totems/items – how are they stabilized?	
<b>Roof Details:</b> Are you planning a solid or muslin ceiling? Structural calculations may be required	
<b>Truss:</b> Is this load bearing? Calculations may be required, is there any cladding to truss?	
Any unusual exhibits or items brought to site	

<b>4. MATERIALS/ EQUIPMENT</b>
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.**

<b>FORM COMPLETED BY</b>	
Name	
Company	
Position	
Contact Number	
Email address	
Date	
<b>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</b> <input type="checkbox"/>	