

Method Statement – to be completed by the Contractor building the stand

Show name:

Dates of Show:

Exhibitor
Company name:

Contact name:

Contractor
Company name:

Contact name:

Stand number:

Emergency on-site
contact number:

Signature:

Responsible Person(s) on site:

Stand Details & Location:

Access:

Build Schedule:

Special Risks:

Stability:

Lifting:

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Working at Height:

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COSSH:

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Environment:

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Utilites:

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Safety Features:

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Exhibits:

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Guidance Notes on how to complete your Method Statement

BELOW IS A SAMPLE FORM, DO NOT PHOTOCOPY AND SUBMIT THIS.

YOUR OWN VERSION MUST BE SUBMITTED USING THE BLANK FORM ABOVE.

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| Responsible Person: | <p>The employee(s) who will be responsible for overseeing all the main construction and breakdown of the stand. If it is more than one person at different times please list them all.</p> <p>e.g. "Mr.....' is in charge onsite, and can be contacted on xxxx mobile number in an emergency or out of hours"</p> |
| Stand Details & Location: | <p>Weight loadings, dimensions height and size, platforms or second levels, staircases height and width, construction materials and location within the venue</p> <p>e.g. "To be erected in Hall.....on stand.....surface total.....upper deck m² structural calculations for a design load of.....kg/m², ground floor platform of ...mm"</p> |
| Access: | <p>Details of the entry point into the hall and the route to the final position. Note door heights and emergency gangway positions.</p> <p>e.g. "There will be no abnormal deliveries – the estimated number of vehicles onsite will be three. We will have a 40ft lorry which will need Fork lift for off-loading."</p> |
| Build Schedule: | <p>The sequence and schedule in which all stand elements will be built including alignment, electrical connections etc.</p> <p>e.g. "We will erect the stand with two teams – one team for the upper deck and one team for the back wall, partition walls, displays etc (forklift trucks see lifting); the estimated number of hours to erect the stand is 36 which will fit in with the Organisers timetable; there will be no late working for this exhibition; the number of personnel needed (within the time allowed) to safely complete the stand is eight"</p> |
| Special Risks: | <p>Detail of compressed gas cylinders and the purpose of their use, moving or mechanical parts of an exhibit or rotating sign, heat generating equipment, flues or fire places, cutting welding or grinding taking place during the construction, vehicles, naked flame and any water features</p> <p>e.g. "Compressed gas is required on the stand to inflate helium balloons"</p> |
| Stability: | <p>Methods of ensuring adequate structural support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer)</p> <p>e.g. "Stability will be ensured at all times. Procedures as follows: upper deck structure consists of pillars and beams (heavy-duty steel beams of square section (20x20cm consisting of IPB 200 steel).</p> <p><u>Steps of Erection</u></p> <ol style="list-style-type: none"> 1. First frame assembled on floor, truck lifted into the vertical, held by temporary props. 2. Second frame will be likewise truck lifted to vertical and connected to first frame using beams. 3. The Props will then be removed as this rectangular structure can stand for itself. It will be positioned and aligned as appropriate. Any pillars and beams will then be connected to the basic structure one after the other (in sequence) until the upper deck is completed. 4. Wooden beams will be inserted into the steel beams to provide support for the platform floor boards (screwed to wooden beams). 5. Stairs will be assembled and attached to upper deck. Before proceeding to other work on the upper deck the balustrades/railings will be fitted" |
| Lifting: | <p>The appointed lifting contractor should be used for any forklift work in the loading areas or inside the hall. Please supply details of any excessive manual lifting to be done. Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check the operative's current licence or Certificate of Competence; check machine's inspection certificate or maintenance record</p> <p>e.g. "Forklift truck required for erection – 2 tonnes lifting capacity to be sourced by the appointed lifting company and provided locally"</p> |

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| Working at height: | <p>Include details of temporary and mobile scaffold and access towers and other work at height which you intend to carry out. How you will work on live edges at height, ie clipped on or erect a temporary barrier. Appropriate ladders must be used on site, domestic ladders will not be allowed within the venue</p> <p>e.g. "A 3m mobile scaffold tower will be sourced locally, with all safeguards properly employed onsite. Operatives will be trained and experienced in scaffold systems" "Working on live edge at 2m – trained person will be wearing a suitable harness and will be clipped onto a suitable location whilst constructing the handrail to the edge of the stand"</p> |
| COSHH: | <p>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</p> <p>e.g. "There will be no hazardous or toxic substances used onsite"</p> |
| Environment: | <p>Consider any abnormal levels of noise that you may be making or may be present, or work that may create dust or fumes. What ventilation and other control measures will be provided? Will the weather affect your work?</p> <p>e.g. "No abnormal noise, dust or fumes will be present. Current hall ventilation is adequate"</p> |
| Utilities: | <p>Note where electrical work will be carried out, welding, gases, compresses air, water or waste services will be undertaken onsite</p> <p>e.g. "Electrical work will be carried out by the appointed Contractors. There will be no welding, gases, compressed air, water or waste"</p> |
| Safety Features: | <p>Identify the safety equipment and precautions that you will be providing onsite, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted by your Risk Assessment</p> <p>e.g. "Hard hats will be supplied to all staff in the vicinity of overhead work; a banks man will be employed when reversing our vehicles"</p> |
| Exhibits: | <p>Provide details of exhibits that 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?</p> <p>e.g. "The DR045/W machine will be roped off and strong transparent guards used as detailed in our Risk Assessment. It will be delivered onto the stand by the appointed lifting company. The waste will be collected after the show shuts each day and removed safely by Ltd. Access for this company will be arranged with the Organisers prior to the show by"</p> |
| Rigging: | <p>Details of any rigging within your stand, length and size of truss, number of rigging points, which competent person will be carrying this out and the height of the item being rigged</p> <p>e.g. "10 rigging points will be installed off a box truss 5m x 5m, by Unusual Rigging at a height of 3m above the stand for instillation of lighting and banners"</p> |