



METHOD STATEMENT

Responsible Person:

Employee(s) who will be responsible for overseeing all the main construction & breakdown of your stand. If more than one person, please list all those involved.

Stand Details & Location: *Loadings, dimensions, location, unusual stand features.*

Access:

Details of entry point into halls and the route to the final position. Note door lights heights and emergency gangway positions.

Erection & Timetable: *Sequence & schedule in which all stand elements will be built, including alignment, electrical connections etc.*

Stability:

Methods used to ensure the stability of the structure.

Lifting: *Details to be stipulated of any lifting activity (i.e moving of heavy equipment that will need mechanical assistance) Organisers may stipulate which lifting contractor is to be used for their show.*

Scaffolding:

Include details of temporary & mobile scaffolds, access towers & other work at height.

COSHH: *Any proposed use of hazardous & toxic substances must be advised to the Organisers & Venue. Outline the protection provided for employees & workers on adjacent stands.*

Environment: *Consider any abnormal noise that may be present, or work that may create dust or fumes. What ventilation & other control measures will be provided? Will the weather affect work?*

Services:

Note where, if any, electrical work, welding, gases, compressed air, water or waste services will be undertaken on-site.

Safety Features: *Identify any safety equipment & precautions that you will be providing on-site, inc. protective measures that you will be implementing for all of the above, & areas of risk as highlighted in your Risk Assessment.*

Exhibits: *Please provide the Organisers with any/all details of exhibits which may present a hazard to the public and/or the operator. How will this exhibit be delivered onto the stand? What machine guarding or other special requirements are there? What hazardous waste will be produced, and what measures will be employed to dispose of that waste?*

General:

Please list any information you may feel relevant and necessary for the Organisers attention.