

## Method Statement

All space only exhibitors must submit a suitable Method Statement with their stand designs, detailing the processes by which the stand will be built and operate. These statements should be followed by all involved parties on-site to ensure that all necessary steps and precautions are taken.

Guidance	Answers (complete all sections)
<p><b>Responsible Person:</b> The employee who will be responsible for construction and breakdown of your stand AND their mobile number.</p>	
<p><b>Details Of The Stand:</b> Loadings, dimensions, location, unusual stand features.</p>	
<p><b>Erection:</b> The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections, etc.</p>	
<p><b>Stability:</b> Methods of ensuring adequate structural support of stand elements requiring cross-bracing, with calculations and inspection certificate from an independent structural engineer.</p>	
<p><b>Lifting:</b> Specify the equipment(s) to be used, their capacities, weight, locations and floor loadings. Check the operatives current licence or Certificate of Competence. Check machine's inspection certification or maintenance record.</p>	
<p><b>Scaffolding:</b> Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out. People working close by must be protected.</p>	
<p><b>COSHH:</b> Any proposed use of hazardous and toxic substances must be advised to the venue. Outline the protection provided for employees and workers on adjacent stands.</p>	
<p><b>Environment:</b> Consider any abnormal noise that may be present, or work which may create dust or</p>	

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fumes. What ventilation and other control measures will be provided?	
<b>Services:</b> State where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought on-site.	
<b>Safety Features:</b> Identify the safety equipment and precautions you will be providing on-site, including any protective measures, you will be implementing, and areas of risk as highlighted from your Risk Assessment.	
<b>Exhibits:</b> Provide the Organisers with details on exhibits which 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, and what measures will be employed to dispose of that waste?	

<b>Exhibiting company</b>		<b>Stand number</b>	
<b>Contractors company name</b>		<b>Person completing the documentation</b>	
<b>Date completed</b>		<b>Signature</b>	

**Complete and return by 3 April 2020 to:**

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