

EXHIBITOR'S CONTRACTOR'S METHOD STATEMENT TEMPLATE

Method Statement – Guidance for Completion

METHOD STATEMENT FOR FOLLOWING ACTIVITIES:	
EXHIBITORS NAME:	CONTRACTORS NAME:
EVENT NAME AND DATE:	STAND NO:
Exhibitor Contact Details:	<i>E.g. the employee who will be responsible for the contractor on site. Please add all contact details including name, mobile number and position within your company.</i>
Responsible Person Contact Details:	<i>E.g. the employee who will be responsible for the construction and breakdown of your stand or carrying out the specified activities. Please add all contact details including name, mobile number and position within your company.</i>
Stand or Activity Details & Location:	<i>E.g. the logistics, vehicle movements, loadings, dimensions, location, or unusual stand features (as relevant).</i>
Access:	<i>Details of the entry point into the halls and the route to the final position.</i>
Step-by-step Sequence for the structure:	<i>Full Details of the sequence and schedule in which all works will be undertaken or stand elements will be built, including alignment, electrical connection, lifting and so forth.</i>
Stability:	<i>Detail the methods of ensuring adequate structural support of any stand element or structure that requires cross bracing, with calculations and inspection certificate from an independent structural engineer – include steps of the build.</i>
Lifting:	<i>Outline all of the equipment that will be used, their capacities, weight, locations and floor loadings. Check training qualifications and machinery inspection certificates.</i>
Working at Height:	<i>Include All Details of working at height. E.g. temporary and mobile scaffolds, access towers and other work at height, which you intend to carry out. Detail how you will ensure safety when working at height and confirm competency of staff involved. Scaffold towers incorrectly or incompletely assembled will be removed from the Hall. For double decked explain when handrails will be completed for the upper deck, is it prior to lifting and will the floor be complete? If not explain the means of edge protection that has been designed during the construction.</i>
Hazardous Substances:	<i>What substances will be used? Any proposed use of hazardous substances other than small quantities used for the stand build and cleaning must be advised to the organisers and venue. Any hazardous substance must have a safety data sheet available for inspection on site. Any substance deemed hazardous which cannot be adequately controlled will be removed from the Hall.</i>
Environment:	<i>Consider any abnormal noise that will be present or work which may create dust or fumes. What ventilation and other control measures will be provided.</i>
Services:	<i>Note where electrical work will be carried out or other services such as compressed air will be brought onto site. Be aware of any restrictions laid down in the safety rules.</i>
First Aid & Emergency Procedures:	<i>Identify the first aid and emergency procedure that you will need on site and highlight any hazardous work that may need extra first aid (e.g. burns, electrical, chemical)</i>
Safety Features:	<i>Identify the safety equipment and precautions that you will be providing on site, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted by your risk assessment.</i>
Exhibits (where applicable):	<i>Provide the organisers with any/all details on exhibits, which may present a risk to the public and/or the operator and the controls that will be put in place.</i>
Arrangements for Safe Dismantling:	<i>Describe methods involved during event breakdown to plan the breakdown phase to avoid hazards arising from falling materials, moving vehicles, poor housekeeping etc.</i>

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Step-by-step Sequence for the structure:	
Stability:	
Lifting:	
Working at Height:	
Hazardous Substances:	
Environment:	
Services:	
First Aid & Emergency Procedures:	
Safety Features:	
Exhibits (where applicable):	
Arrangements for Safe Dismantling:	

I confirm that in relation to this event, the controls laid down in the Method Statement are in place:

Print Name: _____ Signed: _____

Date: _____