METHOD STATEMENT

Event Name: **Venue:**

Company Name: **Hall & Stand Number:**

Completed By: **Date:**

Responsible Person: (The employee who will be responsible for the construction and breakdown of you stand): **Onsite mobile number:**	
Stand Details & Location: (The loadings, dimensions, location, unusual stand features):	*(e.g. Backwalls, lightning, furniture, flooring)*
Access: (Details of the entry point into the halls and the route to the final position. Estimated number of vehicles onsite.	(e.g. truck, direct access without elevator)
Erection and Timetable: (The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc.	

Information Classification: General

Stability: (Methods of ensuring adequate structural support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer. Steps of Erection of stand build).	
Lifting: (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)	
Scaffolding: (Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out).	*(e.g. No towers needed)*
COSHH: (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)	*(e.g. No toxic substances in use)*
Environment: (Consider any abnormal noise that may be present, or work that may create dust or fumes. What ventilation and other control measures will be provided?)	

Services: (Note where electrical work will be carried out, welding, gases, compresses air, water or waste services will be brought onto site)	*(e.g. The material will be already produced and only mantled together onsite)*
Safety Features: (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)	*(e.g All our staff is well trained and wears security clothing)*
Exhibits: (Provide the Organisers with any/all details on 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?)	