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| **Method Statement** | | | |
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| **Stand number** |  | **Exhibiting company** |  |
| **Contractors company name** |  | **Person completing the documentation** |  |
| **Date completed** |  | **Signature.** |  |
| 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) | |
| **Responsible Person:** The employee who will be responsible for construction and breakdown of your stand | |  | |
| **Details Of The Stand:** Loadings, dimensions, location, unusual stand features.  Access: Details of entry points into the halls and the route to the final position | |  | |
| **Erection:** The sequence and schedule in which all the stand elements will be built,  including alignment, electrical connections, etc. | |  | |
| **Stability:** Methods of ensuring adequate structural support of stand elements requiring  cross-bracing, with calculations and inspection certificate from an independent structural engineer. | |  | |
| **Lifting:** Specify the equipment(s) to be used, their capacities, weight, locations and  floor loadings. Check the operatives current license or Certificate of  Competence. Check machine’s inspection certification or maintenance  record. | |  | |
| **Scaffolding:** 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. | |  | |
| **COSHH:** 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. | |  | |
| **Environment:** Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided? | |  | |
| **Services:** State where electrical work will be carried out, welding, gases, compressed  air, water or waste services will be brought on-site. | |  | |
| **Safety Features:** 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 | |  | |
| **Exhibits:** 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? | |  | |

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| **Stand number** |  | **Exhibiting company** |  |
| **Contractors company name** |  | **Person completing the documentation** |  |
| **Date completed** |  | **Signature.** |  |