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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 withtheir stand designs, detailing the processes by which the stand will be built and operate. Thesestatements should be followed by all involved parties on-site to ensure that all necessary steps andprecautions 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 requiringcross-bracing, with calculations and inspection certificate from an independent structural engineer. |  |
| **Lifting:** Specify the equipment(s) to be used, their capacities, weight, locations andfloor loadings. Check the operatives current license or Certificate ofCompetence. Check machine’s inspection certification or maintenancerecord. |  |
| **Scaffolding:** Include details of temporary and mobile scaffolds, access towers and otherwork at height which you intend to carry out. People working close by mustbe protected. |  |
| **COSHH:** Any proposed use of hazardous and toxic substances must be advised to thevenue. Outline the protection provided for employees and workers onadjacent 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, compressedair, 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 riskas highlighted from your Risk Assessment |  |
| **Exhibits:** Provide the Organisers with details on exhibits which may present a risk tothe public and / or the operator. How will this exhibit be delivered onto yourstand? What machine guarding or other special requirements are there?What hazardous waste will be produced, and what measures will beemployed to dispose of that waste? |  |

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| **Date completed** |  | **Signature.** |  |