

METHOD STATEMENT EXAMPLE

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.

A guide is given below - please either use as a template or produce your own suitable form. Exhibitors must also obtain copies of method statements for their own reference from all parties who undertake work on their stand.

- Named 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 of 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 and what measures will be employed to dispose of that waste?